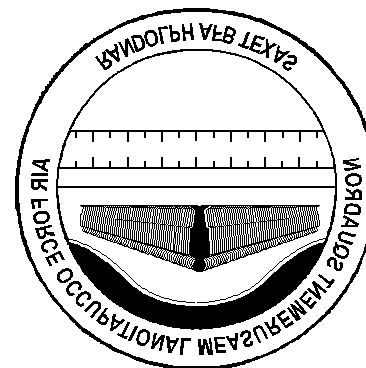




UNITED STATES AIR FORCE



TRAINING EXTRACT

**AFSC 5J0X1
PARALEGAL
(AD)**

OSSN: 2485

JUNE 2002

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

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THE TRAINING EXTRACT

The enclosed Training Extract has been compiled to assist you in making training decisions. It is comprised of a series of computer printouts which show data collected from your specialty. By learning to understand this document and how it applies to training programs, you will find it to be a valuable source of information.

READING THE TRAINING EXTRACT

TABLE OF CONTENTS: The first page of the Training Extract lists a Table of Contents. The Table of Contents reports five things:

1. Report Number - shows the number and sequence of computer products in the Training Extract.
2. Element - shows the report ID of each computer product in the Training Extract. These numbers are of use only to OMSQ personnel.
3. Program - shows the types of computer products included in the Training Extract. Usually there will be three types listed: (1) PRTMOD, (2) VARSUM, and (3) PRTFAC. Each type of printout will be discussed in more detail below.
4. Report Title - describes the general contents of each computer product included in the Training Extract.
5. Page Number - shows the page on which the respective products begin. These numbers are located at the bottom center of the page.

TYPES OF COMPUTER PRODUCTS:

PRTMOD: This computer product can display occupational survey data in a variety of ways. Primary displays included in most Training Extracts are:

- (1) in job inventory order (by duty)
- (2) in STS order
- (3) in POI order

The first page of each PRTMOD contains information which is useful primarily to OMSQ Analysts. Of primary interest to the user is the "Description of Reported Task Factors" section at the bottom of the page. This section lists the full titles and the number of members in each data group represented across the various columns of the printout. The actual data display begins on page 2 of the individual printout. This page begins with an introductory paragraph which describes the type of data contained in the product. The actual data follows the introductory paragraph. For information on groups or task factors displayed in the column headings, refer to the listing on page 1. When a column heading describes a group of incumbents, the numbers listed below represent the percent of group members who are performing the task listed at the left-hand side of the page. Where the column heading describes a task factor such as Training Emphasis, Task Difficulty, or Automated Training Indicator (ATI), the numbers below represent the value of that task factor for the given task.

Training emphasis refers to the importance of providing training of the given task in some type of formal structured training program, such as resident technical training schools, field training, or formal OJT. It only applies to recommended training for first-enlistment personnel (those with 1-48 months TAFMS) or, in the case of lateral career ladders, first-assignment or first-job personnel (those with 1-48 months TICF). It does not apply when examining advanced courses for a career ladder. Tasks which senior career ladder personnel believe should be trained for first-enlistment personnel have high training emphasis values, while those tasks which they believe do not require formal training have low training emphasis values.

Task difficulty refers to the length of time required for the average job incumbent to learn to perform a task. Task difficulty ratings are always standardized so that tasks having average task difficulty have a mean of 5.0. Tasks with values above 5.0 are considered more difficult to learn than those with values below 5.0.

VARSUM: While the PRTMOD product provides data on the various tasks being performed, the VARSUM product presents information concerning the responses of career ladder incumbents to the various background questions in the job inventory. Page 1 of the VARSUM lists the groups which are displayed on the product, showing a group ID number, group title, and number of people in the group. These group identities define the groups which comprise the column headings on each page of the VARSUM product. Along the left-hand side of each page, you will see a series of variable numbers, followed by their respective descriptions (i.e. V0000 Equip Used - Automatic Film Processors). Each variable represents a response to a background question. For background questions which allow multiple responses, each response is given below the variable number. In most cases, only the "yes" responses will be displayed. The numbers to the right of each response represent the percentage of the given group (as identified on the first page of the product) who gave that particular response to the question.

PRTFAC: This product is very similar to the PRTMOD in that it displays percentages of people performing tasks, as well as Training Emphasis, Task Difficulty, and Automated Training Indicator (ATI) data. The PRTFAC product however, is used to display task data in descending order of some task factor, such as training emphasis. The two primary PRTFAC products included in the Training Extract display inventory tasks in descending order of Training Emphasis value, and inventory tasks in descending order of the computed Automated Training Indicator (ATI) value.

To help in interpreting Training Emphasis ratings shown on several of the data products, standardized abbreviations are used. These abbreviations are as follows:

MEAN = Average Training Emphasis Rating
1 SD = 1 Standard Deviation above Mean Training Emphasis Rating
2 SD = 2 Standard Deviations above Mean Training Emphasis Rating

ABOVE AVG = "ABOVE AVERAGE" in Training Emphasis; Tasks that fall between the Mean and 1 SD
HIGH = "HIGH" in Training Emphasis; Tasks that fall between 1 SD and 2 SD
VERY HIGH = "VERY HIGH" in Training Emphasis; Tasks that fall above 2 SD

This document has been designed and prepared as a final summary document containing data printouts which were used in analyzing the occupational survey data collected on this AFSC. We hope this brief summary assists you in utilizing the data presented in this Training Extract. If you need additional information that is not contained in this Extract, please feel free to contact one of our analysts at DSN 487-6811 for assistance.

T A B L E O F C O N T E N T S

Page 1

Report	Element	Program	Title		Page
1.	RP0149	prtmod	AFSC 5J0X1 OSR Data Displayed in Inventory Order	PM0010	1
2.	RP0054	prtjob	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF		19
3.	RP0154	prtmod	STS 5J0X1 Displayed with DAFSC and TICF Group Data	PM0007	27
4.	RP0155	prtmod	POI M3ALR5J031 Displayed with First Assng Group Data	PM0008	107
5.	RP0156	prtmod	POI M3ACR5J071 Displayed in DAFSC and TICF	PM0009	163
6.	RP0153	prtmod	STS 5J0X1 Displayed with 1-48 Mos TICF MAJCOM Groups	PM0006	214
7.	RP0150	prtfac	5J0X1 Tng Emph Ratings (Desc Order)	PF0001	295
8.	RP0151	prtfac	5J0X1 Task Difficulty Ratings (Desc Order)	PF0002	312
9.	RP0152	prtfac	5J0X1 Automated Training Indicators (Desc Order)	PF0003	329

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source	vector	Title	Number Members	----- Mean	Based on All S.D.	Tasks Within Max	Range Min	----- Valid
1	TITLE			Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557
3	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
4	F0012	GP0012/PMP	All DAFSC 5J0X1 AD Amn with 49-96 Mos TICF	156	18.69	14.01	89.10	.00	557
5	F0013	GP0013/PMP	All DAFSC 5J0X1 AD Amn with 97+ Mos TICF	134	19.62	16.25	87.31	.00	557
6	F0003	GP0003/PMP	All Active Duty Airmen with DAFSC 5J031	34	17.26	15.80	79.41	.00	557
7	F0004	GP0004/PMP	All Active Duty Airmen with DAFSC 5J051	244	17.19	14.15	83.20	.00	557
8	F0005	GP0005/PMP	All Active Duty Airmen with DAFSC 5J071	169	20.46	16.13	88.76	.00	557
9	F0001	GP0001/PMP	Membership selection of all members	468	18.50	13.60	82.05	.00	557
10	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557
11	F0078	TF0001/FGN	5J0X1 Automated Training Indicators	0	5.58	4.30	18.00	1.00	543

AFSC 5J0X1 tasks are presented in USAF Job Inventory order under Duty headings.

The percent of DAFSC and TICF group members performing each task, as well as task difficulty and training emphasis ratings, is presented to the right of each task.

Note that tasks are listed in alphabetical order under each Duty heading so that tasks may be easily located and cross-referenced. Differences between groups may be highlighted where there are large differences in percent members performing each task across the various groups.

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
A	PERFORMING GENERAL PARALEGAL ACTIVITIES										
A0001	Administer client questionnaires	1.39	37	42	37	41	44	35	38.89	.73	4
A0002	Answer customer service telephone calls	3.53	80	87	79	79	83	82	81.84	2.84	8
A0003	Brief or assist clients in filing electronic income tax returns	2.11	5	14	21	3	10	17	12.39	6.12	2
A0004	Brief or assist clients on preparation of income tax returns	2.03	4	11	19	3	8	15	10.47	6.68	2
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	1.03	2	4	6	0	2	8	3.85	7.22	2
A0006	Compile statistical data	1.64	54	70	80	47	60	78	67.09	4.58	16
A0007	Compose or type administrative correspondence	4.75	72	89	87	71	80	86	82.05	3.29	8
A0008	Conduct client interviews, other than for preparation of simple wills	3.72	37	43	38	35	43	37	39.10	4.60	15
A0009	Conduct random spot-checks of law library	2.50	19	26	29	6	26	22	23.93	3.05	1
A0010	Conduct witness interviews	3.72	42	36	32	35	45	30	37.39	5.51	15
A0011	Coordinate adverse actions with base agencies	3.31	31	33	36	24	36	31	33.33	4.62	14
A0012	Develop local office programs for computers, such as spreadsheets	1.61	27	46	46	26	33	44	38.25	5.80	2
A0013	Dispose of law library publications	2.47	17	26	24	6	28	18	22.01	3.19	1
A0014	Dispose of obsolete or excess publications, other than law library	2.36	14	26	25	6	24	21	20.94	2.98	1
A0015	Dispose of unclassified files	2.33	33	46	44	21	41	46	40.38	2.38	4
A0016	Establish law library publications checkout procedures	1.72	10	17	16	0	17	13	13.89	2.03	1
A0017	Establish reading files	1.14	11	26	35	6	16	33	22.86	1.58	1
A0018	Follow up on submitted travel vouchers	1.78	27	43	49	21	32	49	38.68	2.80	1
A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	38	51	24	30	50	37.39	1.21	1
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	23	46	54	24	32	51	39.53	4.07	2
A0021	Inventory equipment or supplies	1.08	29	49	50	29	37	48	41.24	2.80	1
A0022	Inventory law library publications	2.22	18	24	22	3	28	15	21.27	2.84	1

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
A0023	Inventory network resource allocation management system (NetRAMS)	2.11	18	35	39	12	27	34	29.70	3.44	1
A0024	Log or suspense incoming correspondence	3.06	34	50	57	24	42	57	46.37	2.53	4
A0025	Maintain law library resources	2.11	19	24	20	6	29	15	21.15	3.29	1
A0026	Maintain office computer systems	2.28	25	41	46	35	32	41	36.11	6.12	2
A0027	Maintain suspense files of newly purchased materials	1.39	11	24	33	18	17	28	21.58	3.21	1
A0028	Make lodging or transportation arrangements	1.69	39	52	51	47	44	51	47.01	2.46	4
A0029	Post changes to publications	3.06	15	24	22	9	23	20	20.30	2.65	1
A0030	Prepare briefings, other than professional military education (PME) briefings	1.75	55	67	74	44	61	72	64.74	4.90	16
A0031	Prepare certificates of transfer	1.67	13	19	16	18	18	15	16.24	3.07	1
A0032	Prepare conference areas for briefings or meetings	1.69	39	53	63	47	43	60	50.43	2.11	4
A0033	Prepare letters of appointment	2.25	34	53	60	35	40	62	47.65	2.23	4
A0034	Prepare status reports on receipt or nonreceipt of publications	1.19	4	10	15	0	10	9	8.97	2.98	1
A0035	Prepare witness travel orders	4.75	30	24	23	44	26	25	26.28	4.46	15
A0036	Process administrative orders	4.17	27	36	43	32	27	46	34.40	4.68	7
A0037	Process congressional or high-level inquiries	1.94	6	9	16	3	6	15	9.83	5.88	2
A0038	Process incoming or outgoing electronic mail	3.44	56	72	82	59	63	77	68.80	2.89	8
A0039	Procure nonstandard office supplies, such as foreign publications	.78	2	11	10	6	4	13	7.48	4.07	2
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	21	30	40	24	24	37	29.70	3.53	1
A0041	Refer clients to other supportive agencies	3.83	59	65	70	53	64	67	64.10	3.75	8
A0042	Request building or grounds maintenance	.83	18	28	46	15	20	43	29.27	2.65	1
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	43	60	68	44	52	61	55.77	4.03	12
A0044	Retrieve data using computers	5.19	73	87	87	76	77	89	81.41	4.03	18
A0045	Review suspense dates	2.19	47	66	74	56	52	73	61.11	2.34	4
A0046	Schedule conferences	.69	17	29	46	18	20	40	29.27	2.53	1
A0047	Schedule office appointments	2.53	51	65	63	47	59	60	59.40	2.11	6
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	66	66	41	55	66	58.76	5.59	12
A0049	Sort and distribute incoming mail	2.06	47	60	66	44	55	63	57.05	1.79	4

B	PERFORMING CIVIL LAW ACTIVITIES										
B0050	Assist in aircraft or missile mishap investigations	2.92	7	6	9	9	7	8	7.48	6.21	2
B0051	Assist in preparation of legal assistance cards	4.11	35	38	38	26	41	37	36.75	2.11	5
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	30	35	38	26	35	36	34.19	3.28	5
B0053	Brief clients on powers of attorney	5.33	59	63	60	38	62	65	60.47	3.34	13
B0054	Compile administrative involuntary discharge files	3.69	18	19	13	18	18	17	16.88	5.34	7
B0055	Conduct internal investigations concerning environmental law issues	1.17	1	0	3	0	1	2	1.07	6.86	2
B0056	Conduct preventive law briefings	2.50	13	23	24	18	18	24	18.66	4.81	2

B0057	Conduct surveys concerning environmental law issues	.89	2	1	1	0	1	1	1.07	6.01	2
B0058	Conduct will briefings	3.00	24	31	36	26	27	34	29.70	4.08	2

D												
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI	
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF		
B0059	Conduct will executions	3.36	47	49	49	38	46	54	48.08	3.73	5	
B0060	Conduct external investigations concerning environmental law issues	1.28	0	0	1	0	0	1	.43	6.66	****	
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2.33	2	1	6	0	2	5	2.99	4.97	2	
B0062	Interview clients for preparation of simple wills	2.89	11	15	21	6	13	21	15.17	4.25	2	
B0063	Maintain legal assistance records	3.50	26	33	32	15	33	31	30.34	2.65	3	
B0064	Maintain notary logs	3.56	69	74	63	53	73	70	69.02	2.61	8	
B0065	Notarize documents	4.33	74	76	68	56	77	74	72.86	3.64	8	
B0066	Prepare miscellaneous legal reviews	3.69	17	34	37	21	25	37	28.63	5.25	7	
B0067	Prepare simple wills	3.78	10	13	19	9	12	17	13.68	5.40	7	
B0068	Prepare support documents for special security files	1.19	3	2	2	3	2	3	2.35	5.20	2	
B0069	Prepare wills with trusts	1.72	3	3	4	3	3	4	3.42	7.38	2	
B0070	Prepare and review responses concerning environmental law issues	1.36	1	1	1	0	1	2	1.28	6.92	2	
B0071	Prepare documentation for off-duty employment applications	2.83	14	21	28	6	18	27	20.30	3.30	1	
B0072	Prepare or process documentation for decredentiaing boards	.89	1	2	1	0	2	1	1.28	6.43	2	
B0073	Prepare or review barment documents	2.89	9	17	12	6	14	13	12.82	4.68	2	
B0074	Prepare or review dependent misconduct actions	2.64	3	12	8	3	7	9	7.26	4.97	2	
B0075	Prepare or review general investigative reports	2.33	19	22	19	21	22	18	20.30	5.03	2	
B0076	Prepare or review legal assistance reports	3.25	10	22	30	12	14	28	19.87	4.13	2	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	3.58	10	15	13	9	11	16	12.61	5.61	7	
B0078	Prepare or review legal reviews of reports of survey	3.39	6	17	13	6	9	17	11.75	5.69	7	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	17	19	20	18	19	20	18.59	5.66	7	
B0080	Prepare or review legal reviews of fundraising activities	3.00	7	15	15	6	9	18	11.75	5.53	2	
B0081	Prepare or review legal reviews of private organizations	3.08	7	12	14	6	8	17	10.68	5.74	2	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	3.42	9	12	10	9	8	14	10.04	6.15	7	
B0083	Prepare or review letters requesting financial disclosure statements	1.50	4	10	7	9	4	11	7.05	5.49	2	
B0084	Prepare or review litigation reports	1.61	3	6	4	6	3	6	4.27	6.75	2	
B0085	Prepare or review magistrate court documents	2.56	5	5	5	3	5	4	4.91	6.02	2	
B0086	Prepare or review powers of attorney	5.28	64	64	61	53	64	68	63.25	4.05	18	
B0087	Prepare or review preventive law bulletins	2.25	6	15	15	9	9	15	11.32	4.31	2	
B0088	Prepare or review preventive law handbook factsheets	1.67	6	13	18	6	11	15	11.75	4.37	2	
B0089	Prepare or review preventive law newsletters	2.14	5	14	14	3	8	14	10.47	4.25	2	
B0090	Prepare or review preventive law newspaper articles	2.64	6	21	18	3	11	20	14.53	4.19	2	
B0091	Prepare or review revocation documents	1.58	5	9	5	0	6	8	6.20	4.18	2	
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	3.56	4	7	4	9	4	5	4.91	5.74	7	
B0093	Process civilian real estate reimbursement claims	1.36	2	4	5	2	4	5	2.85	6.58	2	

B0094	Process contracts	1.69	1	3	1	3	1	2	1.71	7.12	2
B0095	Process dependent misconduct actions	2.14	2	7	2	3	5	3	3.63	5.31	2
B0096	Process financial disclosure statements	1.50	2	6	4	3	3	7	4.06	5.39	2

D												
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI	
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF		
B0097	Process FOIA or Privacy Act requests	3.64	6	12	7	9	7	10	8.33	5.76	7	
B0098	Process general investigative reports	2.47	9	15	10	9	10	12	10.90	5.49	2	
B0099	Process requests for release of military personnel to civilian authorities	1.89	2	3	3	6	2	4	2.56	5.55	2	
B0100	Process revocation actions	1.92	4	6	3	3	5	5	4.49	5.19	2	
B0101	Process special security files	1.06	2	1	2	0	2	1	1.71	5.45	2	
B0102	Procure board members for administrative discharge boards	3.25	10	7	7	9	10	7	8.55	4.71	2	
B0103	Provide administrative support for flying evaluation boards (FEBs)	1.14	2	4	3	3	4	2	3.21	5.46	2	
B0104	Provide support for administrative discharge boards	3.89	14	17	17	12	18	15	16.03	5.16	7	
B0105	Review legal reviews of off-duty employment	2.44	7	18	17	9	11	17	13.68	4.03	2	
B0106	Review special security files	.94	3	2	3	3	2	3	2.56	4.82	2	
B0107	Schedule military law seminars	.97	3	7	11	0	4	11	6.62	3.88	1	
B0108	Serve as assistant government representative during administrative discharge boards	2.56	2	2	1	0	2	2	1.71	6.50	2	
B0109	Verify eligibility of clients for legal assistance	4.31	53	56	46	38	52	55	51.92	3.10	8	
B0110	Witness execution of wills	3.92	73	60	58	71	64	66	64.32	2.08	8	
B0111	Witness signing of legal documents	3.81	70	63	58	71	63	67	64.53	2.21	8	

C PERFORMING MILITARY JUSTICE ACTIVITIES

C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	4.92	43	38	48	41	35	49	42.74	5.52	15	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	2.83	18	21	11	26	18	15	17.31	5.21	2	
C0114	Arrange for service appellate court decisions on accused	2.25	11	13	10	6	11	13	11.32	4.45	2	
C0115	Arrange for supervisory reviews of summary court-martial records of trials	2.19	15	15	9	12	15	14	13.46	4.78	2	
C0116	Assist with pretrial confinement hearings	4.44	22	18	14	24	23	14	18.80	5.11	7	
C0117	Authenticate court-martial orders	2.39	14	11	10	12	11	11	11.54	5.11	2	
C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	30	31	25	26	31	27	29.06	4.86	12	
C0119	Compile Article 15, UCMJ, supportive evidence	6.58	35	26	18	38	30	22	27.35	4.93	12	
C0120	Complete Article 15, UCMJ, processing checklist procedures	6.75	36	29	20	41	32	25	29.27	4.84	12	
C0121	Complete court-martial processing checklist procedures	6.50	37	29	20	47	33	24	29.70	5.21	12	
C0122	Conduct Article 137, UCMJ, briefings	3.94	20	22	19	21	20	22	20.51	4.61	7	
C0123	Conduct First Term Airman Course (FTAC) briefings	3.42	29	28	23	29	30	24	27.14	4.27	7	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	3.00	20	19	16	18	18	21	18.59	4.09	2	
C0125	Coordinate disposals of physical evidence with base agencies	2.28	14	14	10	18	14	13	13.25	4.30	2	
C0126	Coordinate individual case dockets with defense council circuit	2.03	13	16	11	15	18	10	13.89	4.12	2	
C0127	Coordinate referral of charges on pretrial confinement	2.50	22	17	12	22	21	14	18.38	4.28	7	

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- 5 -

prtmod	AFSC 5J0X1 OSR Data Displayed in Inventory Order	PM0010	'Occupational Analysis Program'							Page	6
			'AFOMS (AETC) Randolph AFB TX'								
D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	3.67	32	22	16	50	27	19	24.36	4.19	15
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	3.25	28	19	13	32	23	18	21.15	4.19	2
C0130	Coordinate witness fundings with appropriate agencies	4.81	29	28	26	32	28	28	27.78	5.19	7
C0131	Copy records of trial	3.83	28	21	18	38	25	20	23.08	2.88	3
C0132	Develop Article 15, UCMJ, processing checklists	3.61	26	21	16	26	23	20	21.37	4.98	7
C0133	Develop court-martial processing checklists	3.58	22	23	14	21	22	19	20.09	5.22	7
C0134	Dispose of physical evidence	2.50	11	14	9	9	14	11	11.75	4.27	2
C0135	Distribute court-martial orders	4.97	34	23	19	41	28	24	26.28	3.38	10
C0136	Distribute court-martial records of trials to reviewing authorities	4.75	33	22	20	44	28	22	26.07	3.44	5
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	34	25	16	44	29	22	26.07	5.85	12
C0138	Draft charges and specifications for court-martial actions	7.25	34	22	18	41	28	22	25.43	6.08	12
C0139	Edit AMJAMS products	6.11	37	31	27	38	34	31	32.26	5.56	12
C0140	Input AMJAMS data	7.22	45	34	28	50	39	34	36.54	5.29	12
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	5.78	39	26	23	44	31	29	30.34	4.77	12
C0142	Monitor pretrial restraint or posttrial confinement	4.39	21	19	19	32	20	19	20.09	4.74	7
C0143	Monitor status of excess leave personnel	3.83	21	17	13	15	20	17	17.52	4.77	7
C0144	Monitor status of DUI violations	2.58	14	13	11	21	14	12	13.25	4.46	2
C0145	Monitor urinalysis programs	1.94	6	7	5	6	7	6	5.98	5.14	2
C0146	Monitor victim and witness assistance program (VWAP)	3.42	15	15	14	12	15	17	14.96	5.43	7
C0147	Monitor and report on special interest cases	4.08	28	27	25	32	25	28	26.50	5.02	7
C0148	Notify participants of courts-martial or boards	4.83	33	26	21	47	33	19	27.35	3.60	5
C0149	Perform military justice legal research	6.36	33	33	22	41	31	27	29.70	6.73	12
C0150	Perform trial team member activities	4.64	16	21	10	18	21	9	15.81	6.32	7
C0151	Prepare administrative hold or release letters	5.69	37	25	16	44	31	21	27.14	3.37	10
C0152	Prepare advice on orders for rehearings	2.53	5	5	4	6	6	4	4.70	5.93	2
C0153	Prepare annual VWAP report	2.81	8	11	9	6	9	12	9.40	4.69	2
C0154	Prepare case briefs	3.92	6	6	4	9	7	4	5.77	6.64	7
C0155	Prepare courtrooms for proceedings	4.61	36	24	20	41	31	22	27.56	2.90	5
C0156	Prepare excess leave documentation	5.33	25	19	17	24	24	18	20.94	4.21	11
C0157	Prepare findings worksheets	5.86	26	20	16	38	23	18	21.37	4.44	11
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	2.81	13	12	10	3	12	14	11.54	5.28	2
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	5.08	23	19	14	24	22	18	19.66	4.35	11
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	5.14	27	19	18	26	26	19	22.22	5.15	11
C0161	Prepare requests for country clearances for witnesses	2.53	2	6	4	6	4	4	3.85	5.40	2
C0162	Prepare sentencing worksheets	5.67	27	19	15	35	24	17	20.94	4.80	11
C0163	Prepare trial folders	5.97	35	26	19	41	34	19	27.56	4.08	12
C0164	Prepare witness payment vouchers	5.58	27	22	17	35	25	20	22.08	4.54	11

C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	6.50	30	24	17	41	27	21	24.57	4.38	12
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prtmod	AFSC 5J0X1 OSR Data Displayed in Inventory Order	PM0010	'Occupational Analysis Program'										Page	7		
			'AFOMS (AETC) Randolph AFB TX'													
D																
T Tsk			TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI				
Y Nbr	Task Title		EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF					
C0166	Prepare or process releases for court-martial or board members		4.81	26	22	19	38	24	21	23.08	4.17	7				
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)		4.89	24	23	19	26	25	21	22.65	3.66	3				
C0168	Prepare or review amendments to court-martial convening orders		5.69	28	25	19	35	25	24	24.79	5.03	11				
C0169	Prepare or review applications for relief under Article 69, UCMJ		3.56	9	13	6	9	11	8	9.19	5.45	7				
C0170	Prepare or review Article 15, UCMJ, appeal actions		6.58	37	30	26	29	35	30	31.62	5.22	12				
C0171	Prepare or review Article 15, UCMJ, appellate actions		6.31	28	26	19	18	27	26	25.21	5.22	11				
C0172	Prepare or review Article 15, UCMJ, base activity reports		4.17	29	24	25	26	25	29	26.50	4.59	7				
C0173	Prepare or review Article 15, UCMJ, decision letters		5.28	25	26	22	18	24	28	24.36	5.00	11				
C0174	Prepare or review Article 15, UCMJ, mitigation actions		6.86	29	28	22	24	28	27	26.71	5.03	11				
C0175	Prepare or review Article 15, UCMJ, punishments		6.89	39	32	22	35	35	30	32.26	5.11	12				
C0176	Prepare or review Article 15, UCMJ, remission actions		6.89	34	29	22	32	31	27	28.85	5.11	12				
C0177	Prepare or review Article 15, UCMJ, set aside actions		6.86	33	28	22	35	30	27	28.42	5.10	12				
C0178	Prepare or review Article 15, UCMJ, suspension actions		6.86	37	30	22	35	33	28	30.56	5.06	12				
C0179	Prepare or review Article 15, UCMJ, vacation actions		6.86	38	31	22	38	34	28	31.20	5.04	12				
C0180	Prepare or review certificates of correction		4.39	15	13	12	15	14	14	13.68	5.47	7				
C0181	Prepare or review convening authority actions on individual military defense counsel requests		3.47	18	15	8	12	17	12	14.53	5.33	7				
C0182	Prepare or review court-martial actions of convening authorities		6.17	26	24	27	21	24	29	25.85	5.79	11				
C0183	Prepare or review court-martial base activities reports		2.47	17	22	22	15	17	26	20.51	4.97	2				
C0184	Prepare or review court-martial convening orders		6.83	33	29	26	35	28	31	29.70	5.38	12				
C0185	Prepare or review court-martial promulgating orders		6.97	33	26	30	32	28	30	29.91	5.75	12				
C0186	Prepare or review DD Forms 2707 (Confinement Order)		6.42	34	26	16	35	29	24	26.28	4.59	12				
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)		5.83	26	20	16	24	22	22	21.58	5.13	11				
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)		3.56	7	8	4	6	6	8	6.62	5.45	7				
C0189	Prepare or review DD Forms 458 (Charge Sheet)		7.47	41	31	24	44	35	30	33.12	5.81	12				
C0190	Prepare or review delay requests		3.86	26	33	15	24	31	20	25.43	4.64	7				
C0191	Prepare or review depositions		3.08	11	13	6	15	11	9	10.26	5.48	2				
C0192	Prepare or review discovery requests		5.08	29	26	17	24	32	17	24.36	5.76	11				
C0193	Prepare or review flimsies		6.17	30	25	17	35	29	20	24.79	4.37	12				
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers		5.25	30	26	16	32	27	22	24.79	5.06	12				
C0195	Prepare or review invitational travel orders		5.42	27	24	26	24	24	31	26.07	5.21	11				
C0196	Prepare or review letters concerning submission of matters to convening authority		4.64	30	26	17	26	27	24	25.00	5.01	15				
C0197	Prepare or review pretrial confinement hearing reports		4.03	17	21	13	21	20	15	17.52	5.61	7				
C0198	Prepare or review proposed court-martial member lists		4.86	33	26	24	38	28	27	28.21	4.83	15				
C0199	Prepare or review requests for recall of reservists to active duty for court-martial		2.19	7	11	5	6	8	9	7.69	5.77	2				

C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	3.86	10	15	9	12	11	14	11.54	5.92	7
C0201	Prepare or review serious incident reports (SIRs)	3.64	20	22	19	18	18	25	20.09	5.29	7

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	29	24	22	35	24	25	25.21	5.82	11
C0203	Prepare or review stipulations	3.53	14	17	8	15	16	11	13.46	6.25	7
C0204	Prepare or review supplementary court-martial orders	5.39	21	22	18	18	20	21	20.73	5.67	11
C0205	Process Article 15, UCMJ, appeal actions	6.11	30	21	19	32	26	22	24.15	5.30	12
C0206	Process Article 32, UCMJ, investigations	5.19	21	16	13	26	18	16	17.09	5.49	11
C0207	Process computer-generated AMJAMS reports for distribution	4.31	30	23	15	29	25	22	23.72	4.45	15
C0208	Process court-martial promulgating orders	5.64	28	21	19	26	25	21	23.50	5.43	11
C0209	Process discharges or resignations in lieu of courts-martial	4.81	18	17	13	21	19	13	16.24	5.94	7
C0210	Process discovery requests	4.75	23	21	16	18	27	14	20.51	5.50	7
C0211	Process excess leave documentation	4.75	24	19	16	26	23	16	20.09	5.19	7
C0212	Process post-trial materials submitted by accused	4.97	27	24	17	29	27	19	23.29	5.35	11
C0213	Process pretrial agreements	4.36	19	21	18	21	23	17	19.66	5.74	7
C0214	Process requests for individual military defense counsel	3.61	15	19	10	9	20	10	14.74	5.16	7
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	5.14	24	21	16	21	23	20	20.73	5.03	11
C0216	Process VMAP forms	4.17	17	15	12	12	19	12	15.38	5.16	7
C0217	Process witness payment vouchers	5.03	25	19	18	29	22	21	21.37	5.13	11
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	5.75	31	23	16	26	27	24	24.36	5.01	12
C0219	Procure convening authority approval of expert witnesses	4.33	24	21	15	29	20	21	20.73	5.58	7
C0220	Procure court-martial or board members	5.00	26	19	18	29	24	20	21.58	4.94	11
C0221	Procure military magistrates or judges for pretrial confinement hearings	3.22	14	13	11	21	15	11	13.25	4.89	2
C0222	Procure physical evidence for trials	4.19	25	19	17	26	25	16	20.73	5.05	7
C0223	Procure and brief individuals for bailiff duties	4.78	30	23	17	35	27	20	24.15	3.97	5
C0224	Report data on DUI violations	2.83	13	14	10	18	13	11	12.39	4.17	2
C0225	Request civilian witnesses for courts-martial	4.94	30	22	19	35	28	20	24.36	5.38	15
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	3.67	25	23	13	26	25	16	20.94	4.56	7
C0227	Request military witnesses for courts-martial	5.28	29	26	20	32	32	19	25.85	4.72	11
C0228	Request records of prior disciplinary actions	4.92	35	28	22	32	36	23	29.27	3.91	5
C0229	Request reports on individual personnel (RIPs)	4.36	35	29	24	32	34	27	30.13	3.45	5
C0230	Request witness fundings	5.14	28	22	21	29	26	23	24.36	4.90	11
C0231	Research charges and specifications for court-martial actions	5.31	27	22	19	24	26	21	23.29	5.99	11
C0232	Review allied papers for insertion in records of trial	4.67	19	20	17	21	20	18	18.80	5.59	7
C0233	Review AMJAMS strength reports	3.44	30	29	28	26	27	34	29.49	4.10	15
C0234	Review appointment or assumption of command orders with appropriate agencies	3.53	22	21	17	18	20	22	20.30	4.83	7
C0235	Review charge sheets for accuracy and completeness	5.97	34	29	30	35	33	31	31.62	5.92	12
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	5.75	33	26	26	24	29	31	29.06	5.62	12

C0237	Review completed Article 15, UCMJ, AMJAMS inputs	5.36	35	28	22	32	30	28	29.06	5.41	12
C0238	Review court-martial or board member information	4.11	31	25	20	32	29	24	26.07	4.69	15

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
C0239	Review Daily Register of Transactions on military justice actions	3.06	10	12	8	6	11	11	10.26	4.46	2
C0240	Review evidence to determine appropriateness for military justice actions	5.39	30	21	18	24	25	22	23.29	5.78	12
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.39	23	24	23	15	23	27	23.72	5.93	11
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	19	23	22	15	20	24	21.15	6.29	7
C0243	Review RIPS for courts-martial	4.75	33	29	20	38	31	25	28.21	4.20	15
C0244	Review security forces blotters for potential disciplinary actions	4.47	34	26	26	35	28	30	29.06	4.35	15
C0245	Review trial briefs	2.81	6	8	4	9	7	5	5.98	5.85	2
C0246	Review unfavorable information files (UIFs)	3.64	28	24	16	26	30	16	23.08	4.55	7
C0247	Serve appellate court decisions on accused	3.14	15	13	12	6	16	12	13.46	3.47	1
C0248	Serve records of trial on accused	4.36	29	22	14	35	25	19	22.65	3.36	3
C0249	Serve subpoenas on witnesses	3.47	18	13	9	24	16	10	13.89	4.12	7
C0250	Serve as VWAP coordinator	3.11	13	12	7	12	11	12	11.11	6.04	2
C0251	Suspense or follow up on military justice actions	3.78	27	28	27	29	25	33	27.35	4.37	7
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	5.39	31	21	15	29	28	19	23.50	3.57	10
C0253	Verify availability of court-martial or board members	4.58	32	21	17	41	27	20	24.36	3.74	5

D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES

D0254	Compile investigative materials	3.33	22	19	16	21	26	10	19.02	4.69	7
D0255	Conduct initial reviews of adverse actions	3.92	15	14	14	6	20	9	14.32	5.00	7
D0256	Coordinate case loads with base law office personnel	2.14	12	16	15	6	15	13	14.10	4.61	2
D0257	Coordinate individual case dockets with legal office or circuit courts	2.75	15	12	10	9	18	7	12.61	4.54	2
D0258	Establish eligibility of clients for defense services	3.03	11	13	11	3	17	6	11.75	4.02	2
D0259	Maintain defense counsel case dockets	2.53	5	9	7	0	12	2	7.05	4.45	2
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	3.56	21	17	15	24	20	13	17.52	5.07	7
D0261	Prepare or review Article 15 responses	3.78	25	18	10	18	26	8	17.95	5.27	7
D0262	Prepare or review case summary reports	2.64	10	10	5	9	12	5	8.55	5.20	2
D0263	Prepare or review case witness statements	3.28	15	15	7	12	19	6	13.03	5.09	2
D0264	Prepare or review client assistance records	2.89	9	12	7	6	12	6	9.19	4.51	2
D0265	Prepare or review client responses for discharge actions	3.06	13	13	8	9	18	4	11.75	5.16	2
D0266	Prepare or review client statements	3.50	14	15	7	6	18	6	11.97	5.11	7
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	3.25	9	12	6	9	13	5	8.97	3.98	1
D0268	Prepare or review defense paralegal (DP) training reports	2.42	5	8	10	0	9	5	7.48	4.42	2
D0269	Prepare or review defense of forfeitures or	2.81	14	14	7	6	17	8	11.87	5.41	7

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
D0271	Prepare or review motions	3.22	6	9	5	6	9	4	6.62	6.23	2
D0272	Prepare or review office activity reports	2.72	9	17	10	3	14	10	11.75	4.64	2
D0273	Prepare or review petitions for new trials	2.89	3	4	2	3	4	3	3.21	5.55	2
D0274	Prepare or review petitions for rehearings	2.89	3	4	1	3	3	2	2.78	5.63	2
D0275	Prepare or review petitions for reviews by courts of military appeals	3.00	3	4	1	3	3	3	2.99	5.69	2
D0276	Prepare or review post-trial clemency evaluations	3.58	15	13	6	6	17	7	11.75	5.81	7
D0277	Prepare or review pretrial agreements	3.69	13	13	7	6	16	7	11.32	5.96	7
D0278	Prepare or review reenlistment denials	2.53	5	10	5	0	10	4	6.62	5.52	2
D0279	Prepare or review report of survey determinations	3.11	3	10	7	0	9	4	6.62	5.61	2
D0280	Prepare or review requests for deferment of confinement	3.69	10	14	6	3	16	5	10.26	5.84	7
D0281	Prepare or review requests for delay actions	3.33	14	16	8	6	19	7	12.82	4.98	7
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	3.94	16	14	7	12	18	7	12.82	5.65	7
D0283	Prepare or review requests for individual military defense counsel	3.00	7	9	4	3	10	5	7.05	4.87	2
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	12	13	6	12	9	10.68	5.33	7
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	17	13	8	15	17	8	13.03	5.70	7
D0286	Prepare or review responses to pretrial advice	3.22	12	13	6	12	14	7	10.47	5.71	2
D0287	Prepare or review withdrawals of petitions for reviews	2.17	2	5	4	0	5	3	3.42	5.52	2
D0288	Prepare or review witness affidavits	3.53	11	12	7	6	14	7	10.04	5.47	7
D0289	Process request for defense witnesses	3.44	14	12	9	12	17	5	11.75	5.12	7
D0290	Schedule client appointments	2.53	21	21	16	24	24	13	19.44	3.39	1
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	18	14	7	15	19	7	13.46	3.67	1

E PERFORMING COURT REPORTING ACTIVITIES

E0292	Assemble documentation for administrative board actions	3.81	12	9	8	9	14	5	9.83	5.04	7
E0293	Assemble documentation for Article 32, UCMJ, investigations	4.03	17	16	10	21	19	9	14.53	5.16	7
E0294	Assemble documentation for collateral investigations	2.67	4	4	2	3	6	1	3.42	5.07	2
E0295	Assemble documentation FEB actions	2.50	1	3	1	0	2	1	1.71	5.17	2
E0296	Assemble documentation for miscellaneous proceedings	2.83	7	8	6	6	10	5	7.26	5.11	2
E0297	Assemble records of trials	4.31	21	13	14	26	19	14	16.88	5.45	7
E0298	Authenticate records of trials	2.81	4	3	3	3	4	3	3.21	5.51	2
E0299	Maintain court files or tapes	2.28	12	6	7	18	9	7	8.76	4.44	2
E0300	Maintain court reporter logs	1.89	2	1	5	3	2	2	2.35	4.57	2
E0301	Mark exhibits	3.69	25	20	16	21	29	11	20.51	4.82	7
E0302	Prepare or review court reporter chronologies	2.67	6	5	9	6	7	7	6.62	4.83	2
E0303	Procure photographs of physical evidence	3.36	22	12	13	21	22	8	16.03	4.39	7
E0304	Record miscellaneous proceedings such as for FEBs	2.11	2	2	2	0	2	2	2.14	5.87	2

Medical Evaluation Boards (MEBs), or Aircraft Accident
Investigation Boards (AAIBs)

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
E0305	Record proceedings	2.69	3	1	5	3	2	4	2.78	6.00	2
E0306	Set up court reporting equipment	2.97	4	3	11	9	5	8	5.77	5.45	2
E0307	Transcribe proceedings	2.97	1	2	7	0	3	4	2.99	6.46	2
E0308	Transcribe summarized records of trials	2.75	0	1	6	0	2	2	1.92	6.50	****
E0309	Transcribe verbatim records of trials	2.75	0	1	7	0	2	3	2.35	6.17	****

F PERFORMING AIR FORCE CLAIMS ACTIVITIES

F0310	Adjudicate claims	7.56	39	28	20	47	33	24	29.91	5.70	12
F0311	Analyze claims management data listings or reports	3.92	27	27	33	24	23	34	28.42	5.56	7
F0312	Annotate claims funds logs	4.44	27	21	18	32	24	20	22.44	4.71	7
F0313	Approve claims	4.19	21	26	32	15	19	36	25.43	5.63	7
F0314	Assemble claims files	6.61	39	26	19	47	32	23	28.85	4.12	12
F0315	Assemble investigative files on potential claims	5.22	35	22	18	38	29	21	25.85	4.46	12
F0316	Assert carrier recovery claims	7.17	38	27	19	41	32	24	28.63	5.06	12
F0317	Assert government (G) claims	6.67	24	13	11	26	18	14	16.67	5.57	11
F0318	Assert hospital recovery claims	5.28	9	7	5	9	7	8	7.05	5.96	11
F0319	Brief claimants on claims filing procedures	6.28	38	30	23	44	33	27	30.98	4.35	12
F0320	Close out claims	6.28	38	27	19	44	31	25	28.85	4.12	12
F0321	Conduct claims inspections	6.83	39	26	19	47	33	22	28.85	5.32	12
F0322	Conduct claims investigations	6.03	35	24	19	44	29	23	26.92	5.69	12
F0323	Coordinate claims with other investigative agencies	4.00	25	21	17	26	21	21	20.94	4.84	7
F0324	Determine chapter for claims	6.33	37	26	23	41	30	27	28.85	5.17	12
F0325	Determine claims jurisdiction	6.31	39	26	20	47	31	25	29.27	4.51	12
F0326	Develop claims checklists	3.33	25	21	16	26	22	18	20.73	5.02	7
F0327	Edit claims management products	3.36	19	16	18	24	14	22	17.74	4.86	7
F0328	Follow up on other investigative agencies' investigations	3.81	20	15	12	24	14	18	15.81	4.45	7
F0329	Follow up on personal injury questionnaires	3.94	10	8	4	12	7	9	7.69	4.28	7
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	37	26	19	44	30	25	27.99	4.87	12
F0331	Maintain claims funds logs	4.61	26	20	16	29	22	19	20.94	4.78	7
F0332	Maintain disaster response kits	4.14	23	18	16	32	20	18	19.23	4.33	7
F0333	Maintain potential claims files	4.69	35	22	13	44	26	20	24.15	4.22	15
F0334	Negotiate claims settlements	4.33	26	19	16	41	19	20	20.73	5.81	7
F0335	Perform claims legal research	6.33	30	26	19	29	27	23	25.21	5.87	12
F0336	Perform Disaster Control Group (DCG) duties	3.78	18	15	13	18	13	20	15.38	5.51	7
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	26	19	35	28	25	26.50	4.98	12
F0338	Perform follow-up actions on G claims	4.89	21	13	9	26	16	12	14.96	4.91	7
F0339	Perform follow-up actions on hospital recovery claims	4.17	10	8	6	9	8	9	7.91	5.04	7
F0340	Perform follow-up actions on incomplete mail-in claims	5.22	34	21	13	41	26	18	23.50	4.40	12
F0341	Perform follow-up actions on personnel claims	5.31	37	25	16	41	30	23	26.92	4.55	12
F0342	Perform Initial Response Team (IRT) duties	2.83	5	7	7	3	5	9	5.98	5.21	2
F0343	Pick up or turn-in items for salvage	3.58	11	11	8	15	11	8	10.04	4.09	7
F0344	Prepare carrier recovery claims for setoffs	6.03	33	26	16	35	28	21	25.43	4.90	12
F0345	Prepare claimant instruction packets	2.26	25	22	12	28	28	18	24.57	4.28	15

F0346	Prepare claims for transmittal	4.50	32	24	14	38	26	21	24.15	4.17	15
F0347	Prepare claims inspection memorandums	6.03	36	26	16	44	31	21	26.92	4.81	12

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
F0348	Prepare claims labels	4.58	39	25	16	44	31	22	27.78	2.73	5
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	35	24	15	38	27	22	25.43	4.00	12
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	5.92	39	26	19	44	32	25	28.85	4.03	12
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	3.17	9	7	5	6	7	7	7.05	5.23	2
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	3.58	13	9	8	9	11	9	10.04	5.27	7
F0353	Prepare reports on potential claims of major accidents or incidents	3.58	11	8	4	15	10	6	8.33	5.94	7
F0354	Prepare requests for completion of personal injury questionnaires	3.53	9	7	5	9	7	8	7.26	4.59	7
F0355	Prepare requests for assistance from other agencies for claims administration inspections	3.36	14	10	9	12	12	11	11.32	4.63	7
F0356	Prepare salvage documents	4.11	9	10	7	12	10	7	8.76	4.15	7
F0357	Prepare seven-point memorandums	5.86	25	18	14	29	20	17	19.23	6.67	11
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	23	14	11	21	18	14	16.45	4.74	11
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	30	17	16	38	21	21	21.79	4.50	12
F0360	Prepare vouchers for payment of claims	5.47	37	24	19	44	29	24	27.56	4.43	12
F0361	Prepare and process unearned transportation charges	5.03	27	21	15	32	23	19	21.37	4.76	11
F0362	Prepare or review claims activity reports	3.83	23	21	27	26	20	27	23.29	4.77	7
F0363	Prepare or review demand on carrier or contractor	5.25	31	26	23	35	28	25	26.92	4.77	12
F0364	Prepare or review requests for claims funds	3.14	18	17	23	21	15	24	19.02	4.95	2
F0365	Prepare or review settlement agreements	4.31	26	19	18	35	22	20	21.37	5.14	7
F0366	Process admiralty claims	1.72	2	1	3	3	2	2	1.92	6.37	2
F0367	Process Air National Guard claims	2.33	7	4	5	9	5	5	5.34	6.11	2
F0368	Process Article 139, UCMJ, claims	3.58	5	3	6	6	4	4	4.27	6.00	7
F0369	Process carrier recovery claims for settlements	6.14	33	26	16	35	28	22	25.64	5.27	12
F0370	Process carrier recovery insurance claims	5.92	27	17	13	29	20	18	19.44	5.76	11
F0371	Process Civil Air Patrol claims	1.94	3	1	4	6	2	2	2.35	6.01	2
F0372	Process claims payment vouchers	5.36	33	24	16	41	26	22	25.00	4.45	12
F0373	Process claims under foreign claims act	3.64	5	9	4	3	7	7	5.98	6.15	7
F0374	Process federal tort claims	5.33	26	13	11	29	20	12	17.52	6.02	11
F0375	Process G claims	4.89	21	14	11	29	18	11	15.81	5.73	7
F0376	Process hospital recovery claims	4.64	9	7	4	9	7	7	6.62	6.30	7
F0377	Process international agreement claims	2.78	3	5	1	3	3	4	3.42	6.56	2
F0378	Process medical malpractice claims	3.50	7	5	3	9	5	7	5.34	6.96	7
F0379	Process nonappropriated funds claims	4.67	19	16	8	24	15	14	14.74	5.81	7
F0380	Process personnel claims, other than for clothing	6.28	34	22	16	41	28	18	24.79	5.14	12
F0381	Process personnel clothing claims	5.94	33	19	13	35	26	15	22.01	5.16	12
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	36	25	16	44	30	20	26.50	5.15	12
F0383	Process rebuttals from carriers	5.94	35	27	19	38	30	24	27.56	5.49	12
F0384	Process reconsiderations from claimants	5.87	36	27	20	38	31	24	28.21	5.21	12

F0385	Process request for compromise of medical expenses	3.00	4	4	2	3	4	4	3.42	6.03	2
F0386	Process request for waivers of medical expenses	2.81	3	3	3	3	3	4	3.21	5.86	2
F0387	Process requests for advance payments	5.14	10	5	4	9	8	6	6.84	5.29	11

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
F0388	Process requests for emergency payments	5.50	7	6	6	6	7	6	6.41	5.41	11
F0389	Process requests for partial payment	5.50	10	6	6	9	8	7	7.48	5.31	11
F0390	Process use of government property claims	3.47	6	5	5	9	6	5	5.56	5.31	7
F0391	Procure statements in support of claims	4.58	18	19	13	29	17	15	16.45	4.61	7
F0392	Reconcile claims funds logs	3.67	19	17	15	21	16	18	16.88	5.11	7
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	4.36	10	7	7	12	8	8	7.91	4.41	7
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	4.33	10	7	6	12	7	8	7.69	4.50	7
F0395	Review completed claims files prior to payment	5.31	26	24	24	32	24	25	24.57	5.01	11
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	6.17	24	24	16	29	23	19	21.37	4.73	11
F0397	Review direct procurement method (DPM) contracts	4.56	22	10	12	26	16	12	15.17	5.46	7
F0398	Review payments from claimants' insurers	5.33	29	22	11	35	24	17	21.37	5.41	11
F0399	Review security forces blotters for potential claims	4.58	31	24	21	35	25	27	25.85	3.99	5
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	4.08	25	21	13	26	23	16	19.87	3.85	3
F0401	Suspense payment vouchers	4.11	23	19	11	26	20	15	18.16	3.82	3
F0402	Transfer claims using AFCIMS	5.50	37	26	18	41	30	24	27.78	4.05	12
F0403	Verify identity of claimants	5.36	37	26	21	41	30	25	28.42	3.35	10

G PERFORMING INTERNATIONAL LAW ACTIVITIES

G0404	Assemble or maintain lists of local national attorneys	1.58	2	4	4	3	3	5	3.42	3.79	1
G0405	Assemble or maintain lists of trial observers	1.08	1	1	1	3	1	1	1.07	4.06	2
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	2.14	1	3	0	0	2	0	1.07	5.28	2
G0407	Conduct prison visits	1.17	1	3	1	3	2	1	1.50	4.28	2
G0408	Conduct service of processes	1.72	0	1	1	0	0	1	.43	4.51	****
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	1.89	1	1	1	0	2	1	1.28	6.31	2
G0410	Determine jurisdiction of cases under SOFAs	3.19	1	3	2	0	2	2	1.71	6.55	2
G0411	Prepare reports on international agreements	1.97	1	3	0	0	2	1	1.07	6.25	2
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	1.75	0	2	0	0	1	1	.64	5.95	****
G0413	Prepare vouchers for local national attorneys	1.86	1	3	1	0	1	2	1.28	5.76	2
G0414	Prepare or review case files on individuals charged in foreign courts	2.53	1	3	1	0	1	2	1.28	6.34	2
G0415	Prepare or review custody release certificates	2.39	0	0	0	0	0	0	.00	6.12	****
G0416	Prepare or review foreign criminal jurisdiction reports	2.22	1	3	2	0	1	4	1.92	6.28	2
G0417	Prepare or review notices to court prosecutors of designated trial observers	1.89	0	2	1	0	1	1	.85	5.73	****
G0418	Prepare or review reports on personnel confined in foreign penal institutions	2.19	0	2	1	0	0	2	1.07	5.71	****
G0419	Prepare or review requests for or responses to	2.42	1	2	1	0	1	2	1.28	6.07	2

waiver of host jurisdiction

G0420 Prepare or review trial observer reports

2.06 0 3 1 0 1 2 1.07 5.87 ****

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T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
G0421	Process solatium payments with foreign parties	1.97	0	1	1	0	0	1	.43	6.32	****
G0422	Procure local national attorneys	1.75	0	1	1	0	1	1	.64	5.86	****
G0423	Schedule medical examinations for personnel confined in foreign countries	1.86	0	1	0	0	0	1	.43	5.30	****
G0424	Schedule visits to personnel confined in foreign countries	1.83	1	2	0	0	1	1	.85	5.12	2

H	PERFORMING OPERATIONAL LAW ACTIVITIES										
H0425	Analyze issues, such as deployment, contracting, or fiscal law	2.50	6	10	14	6	4	14	9.62	6.57	2
H0426	Assign personnel to mobility or contingency positions	2.17	5	12	32	3	4	26	15.17	5.47	2
H0427	Assign personnel to Unit Type Code (UTC) taskings	2.28	5	12	29	3	3	24	13.89	5.39	2
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	3.64	13	22	27	12	14	28	19.87	5.39	7
H0429	Complete operations plan (OPLAN) sourcing requirements	2.08	1	6	10	0	2	7	5.34	6.44	2
H0430	Compute OPLAN requirements status listings	2.11	2	4	10	0	2	8	5.13	6.57	2
H0431	Conduct LOAC briefings	4.06	16	22	27	18	17	27	20.94	5.48	7
H0432	Conduct mobility or deployment site surveys	2.08	3	5	10	0	3	7	5.56	5.84	2
H0433	Coordinate deployment of personnel with other MAJCOMS or joint service commands	2.14	2	9	15	3	2	12	8.12	5.99	2
H0434	Coordinate exercise sourcing requirements with functional managers	1.92	3	8	15	3	2	12	8.12	5.86	2
H0435	Coordinate mobility or contingency requirements with appropriate agencies	2.19	5	10	21	3	3	18	11.11	5.86	2
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	3	11	18	0	2	15	10.04	5.86	2
H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	4	10	15	0	3	15	8.97	5.92	2
H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	3	9	14	0	3	14	8.33	6.00	2
H0439	Draft general orders	1.78	1	3	2	0	1	4	1.71	5.98	2
H0440	Draft or write mobility or deployment after-action reports	1.97	2	3	4	0	1	5	2.56	5.88	2
H0441	Evaluate compliance with LOAC	3.11	6	11	13	3	7	14	9.62	6.20	2
H0442	Maintain disaster preparedness checklists	2.92	9	10	13	12	7	13	10.47	5.15	2
H0443	Maintain mobility equipment or supplies	2.64	12	18	19	15	10	23	16.03	4.89	2
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	1.97	5	8	14	0	3	13	8.33	5.25	2
H0445	Maintain base OPLAN files	2.11	3	8	10	0	4	10	6.84	5.24	2
H0446	Participate in wing operations or exercise planning meetings	1.67	9	12	20	0	7	19	13.03	5.48	2
H0447	Prepare budget contracts for foreign or tax law studies	1.81	0	1	2	0	0	3	1.07	6.66	****
H0448	Prepare deployment planning guides	2.31	5	4	6	0	2	7	4.70	6.22	2
H0449	Prepare equipment for deployments	2.87	7	14	16	6	7	18	12.18	5.22	2

H0450	Prepare Exercise Evaluation Team (EET) inputs	1.83	6	10	16	0	4	17	10.26	6.10	2
H0451	Prepare legal annexes to war plans	1.72	2	1	4	0	1	2	2.14	6.79	2

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
H0452	Prepare LOAC reports	2.36	5	13	12	3	7	15	9.83	5.43	2
H0453	Prepare mobility equipment or supplies for transport	2.00	6	12	13	6	7	15	10.04	5.50	2
H0454	Prepare or publish project pitfall letters	1.64	1	3	3	0	1	4	2.14	5.82	2
H0455	Prepare or review official duty certificates	1.14	0	1	1	0	0	1	.43	5.53	****
H0456	Process classified materials or documents at deployed locations	2.11	1	2	4	0	2	4	2.14	5.93	2
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	2.08	7	11	7	6	5	12	8.33	5.57	2
H0458	Provide OPLAN requirements status listings to unit commanders	1.47	1	3	2	0	1	2	1.92	6.11	2
H0459	Request or distribute mobility requirements documents	1.75	4	7	7	0	4	8	5.98	5.43	2
H0460	Review UTC requirements	1.78	6	13	27	0	5	23	14.32	5.60	2
H0461	Review and analyze target folders	1.69	1	3	4	0	2	4	2.56	6.56	2
H0462	Review or update rules of engagement	2.03	5	6	4	3	5	7	4.91	6.86	2

I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES

I0463	Complete accident or incident reports	2.33	2	3	5	3	2	4	2.99	5.68	2
I0464	Destroy classified materials or documents	2.86	7	12	11	9	7	14	9.62	5.02	2
I0465	Establish or maintain accountability records for classified materials or documents	2.47	1	6	7	0	2	9	4.49	5.39	2
I0466	Identify and report suspected security compromises	2.92	6	17	10	3	6	17	10.47	5.46	2
I0467	Initiate classified reports, messages, or documents	1.64	1	4	5	0	2	6	3.21	5.90	2
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	1.42	7	15	29	6	6	30	16.24	4.38	2
I0469	Initiate requests for temporary duty (TDY) orders	1.69	13	22	38	15	14	36	23.29	4.65	2
I0470	Inventory classified materials or documents	2.50	1	9	7	0	3	9	5.34	5.03	2
I0471	Maintain administrative files	3.61	31	51	50	18	39	53	42.95	4.48	15
I0472	Maintain or update status indicators, such as boards, graphs, or charts	1.69	17	25	27	12	18	29	22.44	4.41	2
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	3.00	14	20	21	21	14	22	17.95	4.81	2
I0474	Write minutes of briefings, conferences, or meetings	1.36	6	10	18	0	7	17	10.68	4.54	2

J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

J0475	Coordinate maintenance of equipment with appropriate agencies	1.78	13	22	36	12	18	29	22.65	4.41	2
J0476	Develop equipment checklists	1.56	8	12	16	6	10	12	11.32	4.41	2
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	1.64	13	22	36	9	18	29	22.65	4.64	2
J0478	Identify and report equipment or supply problems	1.81	17	33	42	15	23	38	29.27	4.52	2
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	1.86	10	24	28	9	15	28	19.87	4.31	2
J0480	Maintain documentation on items requiring periodic	1.61	6	9	7	6	6	9	6.84	4.58	2

inspections or calibrations

D												
T Tsk			TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title		EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
J0481	Maintain organizational equipment or supply records		1.86	12	26	25	9	15	29	20.30	4.71	2
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies		1.64	18	30	30	12	22	33	25.43	4.16	2

K PERFORMING TRAINING ACTIVITIES

K0483	Administer or score tests		.33	5	10	21	6	4	19	11.11	4.31	2
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)		1.75	9	22	49	15	8	44	24.79	5.12	2
K0485	Complete student entry or withdrawal forms		.53	1	3	10	0	2	9	4.49	4.68	2
K0486	Conduct formal course classroom training		.75	2	4	10	0	3	9	5.13	5.80	2
K0487	Conduct on-the-job training (OJT)		3.00	30	49	64	26	33	66	46.37	5.54	14
K0488	Counsel trainees on training progress		2.06	12	31	58	12	14	56	32.05	5.00	2
K0489	Determine training requirements		2.31	17	33	59	15	16	59	34.40	5.44	2
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)		.86	4	6	18	3	4	15	8.76	6.31	2
K0491	Develop training programs, plans, or procedures		1.94	8	21	46	6	11	38	23.50	6.03	2
K0492	Develop written tests		.94	2	8	13	0	4	12	7.48	6.34	2
K0493	Develop or procure training materials or aids		1.47	11	19	40	12	11	35	22.22	5.85	2
K0494	Establish or maintain study reference files		1.75	9	12	25	9	8	24	15.17	5.31	2
K0495	Evaluate training methods or techniques of instructors		1.22	3	8	12	0	2	13	7.26	5.74	2
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	7	11	31	9	4	26	15.38	5.71	2
K0497	Evaluate progress of trainees		1.86	10	29	50	15	10	51	27.99	5.48	2
K0498	Inspect training materials or aids for operation or suitability		1.28	5	10	22	3	5	20	11.75	5.29	2
K0499	Maintain training records or files		2.33	20	35	58	18	20	57	35.90	5.28	2
K0500	Personalize lesson plans		1.14	5	14	25	3	8	23	13.89	5.21	2
K0501	Prepare job qualification standards (JQSs)		1.97	5	9	19	0	2	22	10.26	5.85	2
K0502	Process completed retraining package		1.33	4	8	27	6	0	23	11.75	5.51	2
K0503	Write training reports		1.42	1	9	16	0	5	11	8.33	5.44	2

L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

L0504	Annotate time and attendance sheets for civilian employees		1.36	4	13	33	0	4	28	15.17	4.97	2
L0505	Assign personnel to work areas or duty positions		1.89	6	17	51	9	4	45	22.44	4.89	2
L0506	Assign sponsors for newly assigned personnel		1.36	5	10	34	3	2	30	14.96	3.89	1
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops		1.11	12	24	49	9	12	44	26.50	4.37	2
L0508	Conduct safety and security briefings		1.69	10	18	26	9	8	31	17.52	4.38	2
L0509	Conduct self-inspections or self-assessments		2.25	17	35	45	9	18	49	30.77	5.15	2
L0510	Conduct staff assistance visits, inspections, or audits		1.61	10	13	22	6	8	20	14.53	5.30	2

L0511	Conduct supervisory performance feedback sessions	2.08	13	24	57	9	9	54	29.27	5.23	2
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prtmod	AFSC 5J0X1 OSR Data Displayed in Inventory Order	PM0010	'Occupational Analysis Program'							Page	17	
			'AFOMS (AETC) Randolph AFB TX'									
D												
T Tsk			TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title		EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
L0512	Conduct safety inspections of equipment or facilities		1.69	13	17	26	15	9	26	17.74	4.91	2
L0513	Conduct supervisory orientations for newly assigned personnel		1.47	12	22	49	9	7	50	25.85	4.91	2
L0514	Counsel subordinates concerning personal matters		2.36	15	28	61	12	9	63	32.48	5.35	2
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace		2.03	13	22	43	15	9	41	24.57	5.18	2
L0516	Determine or establish work assignments or priorities		2.39	17	37	63	15	17	63	36.75	5.19	2
L0517	Develop organizational or functional charts		1.19	6	9	25	3	2	21	12.39	4.98	2
L0518	Develop resource protection programs		1.03	3	8	18	3	1	17	8.97	5.32	2
L0519	Develop self-inspection or self-assessment program checklists		1.61	6	15	25	3	4	25	14.32	5.72	2
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans		1.61	6	12	23	6	4	21	13.03	5.77	2
L0521	Develop or establish work methods or procedures		1.44	15	27	49	12	14	47	28.63	5.50	2
L0522	Develop or establish work schedules		1.83	11	21	50	9	8	48	25.64	4.97	2
L0523	Draft host-tenant or interservice agreements		1.11	1	1	1	0	0	2	1.28	6.56	2
L0524	Draft or review budget requirements		2.28	7	21	38	6	7	38	20.73	6.14	2
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals		1.56	1	6	12	0	0	12	5.77	6.07	2
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)		1.75	5	13	19	0	3	21	11.54	6.10	2
L0527	Establish performance standards for subordinates		2.17	11	23	48	9	7	49	25.64	5.26	2
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies		1.17	8	15	30	12	5	27	16.45	5.02	2
L0529	Evaluate inspection report findings or inspection procedures		.94	6	13	25	0	6	21	13.89	5.14	2
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program		1.19	7	17	25	9	8	24	15.60	5.27	2
L0531	Evaluate personnel for compliance with performance standards		1.75	11	25	46	6	7	49	25.64	5.14	2
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards		2.11	11	22	46	6	6	49	25.00	5.30	2
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace		1.36	6	16	25	3	5	25	14.74	5.00	2
L0534	Implement safety or security programs		1.28	11	19	27	6	10	29	18.59	4.86	2
L0535	Initiate personnel action requests		1.36	6	10	40	3	3	33	16.88	4.84	2
L0536	Initiate actions required due to substandard performance of personnel		1.67	6	16	39	3	2	40	18.80	5.14	2
L0537	Inspect personnel for compliance with military standards		2.08	16	29	50	12	14	52	30.34	4.65	2
L0538	Interpret policies, directives, or procedures for subordinates		1.61	11	27	50	6	8	53	27.35	5.50	2
L0539	Interview potential paralegal retrainees		1.83	9	19	39	6	5	40	20.51	5.59	2
L0540	Investigate accidents or incidents		2.50	5	12	20	6	8	17	11.54	5.69	2
L0541	Manage EMPAC card programs		1.68	12	27	47	8	16	38	26.82	5.72	2

L0542	Perform personnel hiring procedures	1.72	2	8	33	0	1	27	12.82	6.00	2
L0543	Plan layouts of facilities	1.53	3	10	28	0	4	21	12.82	6.16	2
L0544	Prepare contract requests for tax services	1.89	1	3	16	0	1	10	5.98	6.00	2

'AFOMS (AETC) Randolph AFB TX'

D											
T Tsk		TNG	1-48	49-96	97+	3-	5-	7-	TOT	TSK	ATI
Y Nbr	Task Title	EMP	MOS	MOS	MOS	LVL	LVL	LVL	SPL	DIF	
L0545	Prepare recommendation or non-recommendation retraining package	2.14	6	10	36	6	1	31	15.81	5.55	2
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	2.08	5	13	29	3	4	26	14.74	5.60	2
L0547	Review written tests	.56	3	4	11	0	2	11	5.98	4.96	2
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	1.17	4	10	14	0	1	18	8.76	5.48	2
L0549	Safeguard written tests	.31	1	5	6	0	2	7	3.85	4.73	2
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	9	21	48	6	7	44	23.72	4.89	2
L0551	Write inspection reports	2.19	12	12	21	15	7	21	14.32	5.44	2
L0552	Write job or position descriptions	2.00	6	10	36	0	2	31	15.81	5.86	2
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	1.72	3	7	16	3	0	15	8.12	5.88	2
L0554	Write or indorse civilian performance appraisals	1.75	2	6	32	0	0	25	11.97	5.84	2
L0555	Write or indorse military performance reports	2.31	13	26	59	9	9	60	30.56	6.03	2
L0556	Write recommendations for awards or decorations	2.19	13	28	63	6	9	64	32.05	6.14	2
L0557	Write replies to inspection reports	1.86	6	11	28	6	4	24	13.89	5.41	2

Number of Members: 175

GP0011

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	32.39	32.40
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	27.19	59.60
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	15.82	75.42
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.97	86.40
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.93	90.33
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.61	93.95
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.42	95.37
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.38	96.75
K	PERFORMING TRAINING ACTIVITIES	21	1.38	98.12
E	PERFORMING COURT REPORTING ACTIVITIES	18	.97	99.10
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.84	99.93
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.07	100.00

Number of Members: 175

GP0011

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	80.00	1.79	1.43	1.43	
A0044	Retrieve data using computers	72.57	1.88	1.36	2.80	
A0007	Compose or type administrative correspondence	72.00	1.84	1.33	4.12	
B0110	Witness execution of wills	72.57	1.34	.97	5.10	
B0065	Notarize documents	73.71	1.23	.90	6.00	5
B0086	Prepare or review powers of attorney	64.00	1.33	.85	6.85	
B0111	Witness signing of legal documents	70.29	1.21	.85	7.70	
B0064	Maintain notary logs	69.14	1.17	.81	8.51	
A0038	Process incoming or outgoing electronic mail	56.00	1.37	.77	9.28	
F0310	Adjudicate claims	39.43	1.92	.76	10.03	10
C0140	Input AMJAMS data	45.14	1.65	.74	10.78	
B0053	Brief clients on powers of attorney	58.86	1.24	.73	11.51	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	37.14	1.91	.71	12.22	
F0314	Assemble claims files	39.43	1.79	.71	12.92	
F0348	Prepare claims labels	39.43	1.68	.66	13.58	15
F0316	Assert carrier recovery claims	37.71	1.72	.65	14.23	
B0109	Verify eligibility of clients for legal assistance	52.57	1.23	.64	14.88	
F0320	Close out claims	38.29	1.66	.64	15.51	
F0319	Brief claimants on claims filing procedures	38.29	1.63	.63	16.14	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	39.43	1.56	.61	16.75	20
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	42.86	1.42	.61	17.36	
F0321	Conduct claims inspections	39.43	1.51	.59	17.96	
C0120	Complete Article 15, UCMJ, processing checklist procedures	36.00	1.64	.59	18.55	
C0175	Prepare or review Article 15, UCMJ, punishments	39.43	1.48	.58	19.13	
A0006	Compile statistical data	54.29	1.06	.58	19.71	25
A0041	Refer clients to other supportive agencies	58.86	.98	.58	20.29	
A0047	Schedule office appointments	51.43	1.12	.58	20.86	

A0045	Review suspense dates	46.86	1.23	.58	21.44
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	39.43	1.45	.57	22.01

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0059	Conduct will executions	46.86	1.20	.56	22.58	30
I0471	Maintain administrative files	30.86	1.82	.56	23.14	
F0347	Prepare claims inspection memorandums	36.00	1.53	.55	23.69	
F0383	Process rebuttals from carriers	34.86	1.57	.55	24.23	
F0403	Verify identity of claimants	36.57	1.49	.55	24.78	
F0360	Prepare vouchers for payment of claims	37.14	1.45	.54	25.32	35
F0341	Perform follow-up actions on personnel claims	37.14	1.43	.53	25.85	
C0119	Compile Article 15, UCMJ, supportive evidence	35.43	1.44	.51	26.36	
F0380	Process personnel claims, other than for clothing	34.29	1.47	.50	26.87	
F0337	Perform follow-up actions on carrier recovery claims	32.57	1.54	.50	27.37	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	46.86	1.07	.50	27.87	40
A0030	Prepare briefings, other than professional military education (PME) briefings	54.86	.91	.50	28.37	
F0369	Process carrier recovery claims for settlements	33.14	1.49	.49	28.86	
A0049	Sort and distribute incoming mail	47.43	1.04	.49	29.36	
F0324	Determine chapter for claims	36.57	1.32	.48	29.84	
F0325	Determine claims jurisdiction	39.43	1.22	.48	30.32	45
C0139	Edit AMJAMS products	37.14	1.30	.48	30.80	
C0179	Prepare or review Article 15, UCMJ, vacation actions	37.71	1.26	.47	31.28	
F0384	Process reconsiderations from claimants	36.00	1.31	.47	31.75	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	35.43	1.32	.47	32.21	
F0372	Process claims payment vouchers	32.57	1.42	.46	32.68	50
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	34.86	1.32	.46	33.14	
C0170	Prepare or review Article 15, UCMJ, appeal actions	36.57	1.24	.45	33.59	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	36.00	1.25	.45	34.04	
A0011	Coordinate adverse actions with base agencies	30.86	1.45	.45	34.49	
C0121	Complete court-martial processing checklist procedures	37.14	1.20	.44	34.93	55
F0363	Prepare or review demand on carrier or contractor	31.43	1.41	.44	35.37	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	41.14	1.07	.44	35.82	
F0402	Transfer claims using AFCIMS	37.14	1.18	.44	36.25	
F0315	Assemble investigative files on potential claims	35.43	1.20	.43	36.68	
F0335	Perform claims legal research	30.29	1.38	.42	37.10	60
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	42.86	.98	.42	37.52	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	31.43	1.33	.42	37.93	
A0008	Conduct client interviews, other than for preparation of simple wills	36.57	1.14	.42	38.35	
C0137	Draft charges and specifications for actions, other than court-martial actions	33.71	1.23	.42	38.77	
B0051	Assist in preparation of legal assistance cards	34.86	1.18	.41	39.18	65
F0322	Conduct claims investigations	35.43	1.16	.41	39.59	
F0344	Prepare carrier recovery claims for setoffs	32.57	1.24	.40	39.99	
F0361	Prepare or review Article 15 responses	34.57	1.54	.40	40.40	

C0178	Prepare or review Article 15, UCMJ, suspension actions	36.57	1.09	.40	40.80	
F0346	Prepare claims for transmittal	32.00	1.24	.40	41.19	70

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	33.14	1.19	.39	41.59	
A0028	Make lodging or transportation arrangements	39.43	.99	.39	41.98	
F0333	Maintain potential claims files	34.86	1.12	.39	42.37	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	30.29	1.28	.39	42.76	
C0118	Brief organizations on Article 15, UCMJ, procedures	30.29	1.27	.39	43.14	75
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	27.43	1.40	.38	43.53	
F0345	Prepare claimant instruction packets	34.86	1.10	.38	43.91	
F0340	Perform follow-up actions on incomplete mail-in claims	34.29	1.11	.38	44.29	
C0229	Request reports on individual personnel (RIPs)	35.43	1.07	.38	44.67	
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.29	1.25	.38	45.05	80
C0176	Prepare or review Article 15, UCMJ, remission actions	33.71	1.11	.37	45.42	
C0177	Prepare or review Article 15, UCMJ, set aside actions	33.14	1.12	.37	45.79	
F0399	Review security forces blotters for potential claims	31.43	1.17	.37	46.16	
B0063	Maintain legal assistance records	26.29	1.38	.36	46.52	
C0148	Notify participants of courts-martial or boards	33.14	1.07	.35	46.88	85
A0024	Log or suspense incoming correspondence	34.29	1.02	.35	47.23	
F0381	Process personnel clothing claims	32.57	1.07	.35	47.57	
C0244	Review security forces blotters for potential disciplinary actions	33.71	1.03	.35	47.92	
A0001	Administer client questionnaires	37.14	.93	.35	48.27	
C0172	Prepare or review Article 15, UCMJ, base activity reports	29.14	1.18	.34	48.61	90
C0235	Review charge sheets for accuracy and completeness	34.29	.99	.34	48.95	
C0138	Draft charges and specifications for court-martial actions	33.71	1.01	.34	49.29	
C0205	Process Article 15, UCMJ, appeal actions	30.29	1.11	.34	49.63	
F0361	Prepare and process unearned transportation charges	26.86	1.23	.33	49.96	
C0151	Prepare administrative hold or release letters	37.14	.89	.33	50.29	95
C0174	Prepare or review Article 15, UCMJ, mitigation actions	28.57	1.15	.33	50.62	
A0010	Conduct witness interviews	42.29	.78	.33	50.95	
F0311	Analyze claims management data listings or reports	26.86	1.21	.33	51.27	
F0365	Prepare or review settlement agreements	26.29	1.24	.33	51.60	
F0395	Review completed claims files prior to payment	25.71	1.26	.32	51.92	100
C0171	Prepare or review Article 15, UCMJ, appellate actions	28.00	1.15	.32	52.24	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	16.57	1.93	.32	52.56	
C0240	Review evidence to determine appropriateness for military justice actions	29.71	1.07	.32	52.88	
F0312	Annotate claims funds logs	27.43	1.16	.32	53.20	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	30.86	1.02	.32	53.52	105
B0054	Compile administrative involuntary discharge files	17.71	1.76	.31	53.83	

C0243	Review RIPS for courts-martial	33.14	.94	.31	54.14
C0155	Prepare courtrooms for proceedings	36.00	.86	.31	54.45
C0246	Review unfavorable information files (UIFs)	28.00	1.10	.31	54.76

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0163	Prepare trial folders	34.86	.88	.31	55.06	110
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	17.14	1.79	.31	55.37	
F0398	Review payments from claimants' insurers	28.57	1.07	.31	55.68	
C0198	Prepare or review proposed court-martial member lists	33.14	.91	.30	55.98	
C0149	Perform military justice legal research	32.57	.92	.30	56.28	
C0228	Request records of prior disciplinary actions	35.43	.85	.30	56.58	115
F0370	Process carrier recovery insurance claims	26.86	1.11	.30	56.88	
F0331	Maintain claims funds logs	25.71	1.16	.30	57.17	
K0487	Conduct on-the-job training (OJT)	29.71	1.00	.30	57.47	
F0374	Process federal tort claims	26.29	1.13	.30	57.77	
F0334	Negotiate claims settlements	26.29	1.12	.29	58.06	120
C0186	Prepare or review DD Forms 2707 (Confinement Order)	33.71	.87	.29	58.35	
A0026	Maintain office computer systems	25.14	1.16	.29	58.65	
A0032	Prepare conference areas for briefings or meetings	38.86	.75	.29	58.94	
C0253	Verify availability of court-martial or board members	32.00	.90	.29	59.23	
C0233	Review AMJAMS strength reports	30.29	.94	.29	59.51	125
C0207	Process computer-generated AMJAMS reports for distribution	30.29	.94	.28	59.80	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	24.57	1.15	.28	60.08	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	32.00	.86	.28	60.35	
C0123	Conduct First Term Airman Course (FTAC) briefings	29.14	.94	.28	60.63	
C0136	Distribute court-martial records of trials to reviewing authorities	33.14	.83	.27	60.90	130
C0173	Prepare or review Article 15, UCMJ, decision letters	24.57	1.11	.27	61.18	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	24.00	1.10	.26	61.44	
C0238	Review court-martial or board member information	30.86	.85	.26	61.70	
B0058	Conduct will briefings	24.00	1.09	.26	61.96	
C0135	Distribute court-martial orders	33.71	.77	.26	62.22	135
F0401	Suspense payment vouchers	22.86	1.13	.26	62.48	
F0357	Prepare seven-point memorandums	24.57	1.03	.25	62.74	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	20.57	1.22	.25	62.99	
C0230	Request witness fundings	28.00	.90	.25	63.24	
F0362	Prepare or review claims activity reports	23.43	1.07	.25	63.49	140
D0290	Schedule client appointments	21.14	1.16	.25	63.73	
A0033	Prepare letters of appointment	33.71	.73	.24	63.98	
C0184	Prepare or review court-martial convening orders	32.57	.75	.24	64.22	
C0185	Prepare or review court-martial promulgating orders	32.57	.75	.24	64.47	
A0021	Inventory equipment or supplies	28.57	.85	.24	64.71	145
C0251	Suspense or follow up on military justice actions	26.86	.90	.24	64.95	
A0040	Prepare supplies with International Merchants Purchase	21.14	1.14	.24	65.19	

Authorization Card (IMPAC)

F0313	Approve claims	20.57	1.16	.24	65.43
F0326	Develop claims checklists	25.14	.95	.24	65.67

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0035	Prepare witness travel orders	30.29	.79	.24	65.91	150
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	29.71	.80	.24	66.15	
A0012	Develop local office programs for computers, such as spreadsheets	26.86	.88	.24	66.38	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	24.00	.98	.23	66.62	
F0317	Assert government (G) claims	24.00	.97	.23	66.85	
C0196	Prepare or review letters concerning submission of matters to convening authority	29.71	.77	.23	67.08	155
C0195	Prepare or review invitational travel orders	26.86	.85	.23	67.31	
C0227	Request military witnesses for courts-martial	29.14	.78	.23	67.53	
C0132	Develop Article 15, UCMJ, processing checklists	25.71	.88	.23	67.76	
C0225	Request civilian witnesses for courts-martial	29.71	.76	.22	67.98	
F0391	Procure statements in support of claims	17.71	1.26	.22	68.21	160
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	29.71	.75	.22	68.43	
C0147	Monitor and report on special interest cases	28.00	.79	.22	68.65	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	28.57	.78	.22	68.87	
A0015	Dispose of unclassified files	33.14	.66	.22	69.09	
C0130	Coordinate witness fundings with appropriate agencies	28.57	.77	.22	69.31	165
C0220	Procure court-martial or board members	25.71	.85	.22	69.53	
A0019	Hand-carry priority communications or documents to internal action offices	25.71	.85	.22	69.75	
C0164	Prepare witness payment vouchers	27.43	.79	.22	69.97	
C0248	Serve records of trial on accused	29.14	.75	.22	70.19	
C0193	Prepare or review flimsies	29.71	.73	.22	70.40	170
C0166	Prepare or process releases for court-martial or board members	26.29	.82	.22	70.62	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	17.71	1.19	.21	70.83	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	28.00	.75	.21	71.04	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	22.86	.92	.21	71.25	
F0375	Process G claims	21.14	.99	.21	71.46	175
C0231	Research charges and specifications for court-martial actions	26.86	.77	.21	71.67	
C0208	Process court-martial promulgating orders	28.00	.74	.21	71.87	
C0192	Prepare or review discovery requests	28.57	.73	.21	72.08	
F0327	Edit claims management products	19.43	1.06	.21	72.29	
D0254	Compile investigative materials	22.29	.92	.20	72.49	180
E0301	Mark exhibits	24.57	.83	.20	72.69	
F0338	Perform follow-up actions on G claims	21.14	.96	.20	72.90	
A0035	Process administrative orders	26.86	.75	.20	73.10	

C0212	Process post-trial materials submitted by accused	26.86	.74	.20	73.29	
F0397	Review direct procurement method (DPM) contracts	22.29	.88	.20	73.49	185

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	23.43	.83	.19	73.69	
C0168	Prepare or review amendments to court-martial convening orders	28.00	.69	.19	73.88	
C0223	Procure and brief individuals for bailiff duties	29.71	.65	.19	74.07	
C0217	Process witness payment vouchers	25.14	.77	.19	74.26	
A0025	Maintain law library resources	19.43	.99	.19	74.46	190
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	26.29	.73	.19	74.65	
C0190	Prepare or review delay requests	26.29	.73	.19	74.84	
C0162	Prepare sentencing worksheets	26.86	.71	.19	75.03	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	22.86	.83	.19	75.22	
F0323	Coordinate claims with other investigative agencies	24.57	.77	.19	75.41	195
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	17.71	1.06	.19	75.60	
C0182	Prepare or review court-martial actions of convening authorities	25.71	.73	.19	75.78	
F0392	Reconcile claims funds logs	18.86	.99	.19	75.97	
C0157	Prepare findings worksheets	26.29	.70	.18	76.16	
C0131	Copy records of trial	28.00	.66	.18	76.34	200
B0075	Prepare or review general investigative reports	18.86	.97	.18	76.52	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	25.14	.73	.18	76.71	
A0042	Request building or grounds maintenance	18.29	.99	.18	76.89	
B0066	Prepare miscellaneous legal reviews	17.14	1.05	.18	77.07	
F0328	Follow up on other investigative agencies' investigations	20.00	.89	.18	77.24	205
C0219	Procure convening authority approval of expert witnesses	24.00	.73	.17	77.42	
A0018	Follow up on submitted travel vouchers	27.43	.63	.17	77.59	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	13.71	1.27	.17	77.77	
D0263	Prepare or review case witness statements	15.43	1.11	.17	77.94	
A0022	Inventory law library publications	18.29	.93	.17	78.11	210
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	24.00	.70	.17	78.28	
C0210	Process discovery requests	23.43	.72	.17	78.44	
D0266	Prepare or review client statements	13.71	1.20	.17	78.61	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	12.57	1.30	.16	78.77	
C0222	Procure physical evidence for trials	24.57	.66	.16	78.94	215
D0265	Prepare or review client responses for discharge actions	13.14	1.24	.16	79.10	
C0180	Prepare or review certificates of correction	14.86	1.10	.16	79.26	

C0234	Review appointment or assumption of command orders with appropriate agencies	21.71	.75	.16	79.42
K0499	Maintain training records or files	20.00	.80	.16	79.58

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	19.43	.83	.16	79.75	220
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22.29	.72	.16	79.90	

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Based on All Tasks Within Range Mean	S.D.	Max	Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557
3	F0078	TF0001/FGN	5J0X1 Automated Training Indicators	0	5.58	4.30	18.00	1.00	543
4	F0009	GP0009/PMP	All DAFSC 5J0X1 AD Amn with 1-24 Mos TICF	79	17.39	15.25	81.01	.00	557
5	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
6	F0003	GP0003/PMP	All Active Duty Airmen with DAFSC 5J031	34	17.26	15.80	79.41	.00	557
7	F0004	GP0004/PMP	All Active Duty Airmen with DAFSC 5J051	244	17.19	14.15	83.20	.00	557
8	F0005	GP0005/PMP	All Active Duty Airmen with DAFSC 5J071	169	20.46	16.13	88.76	.00	557
9	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557

STS 5J0X1, Paralegal, dated August 1999, is presented below with matched job inventory tasks and occupational survey data.

STS items are listed below the dotted line, followed by a listing of matched tasks. Pertinent survey data are printed to the right of each task. This printout is extremely useful during utilization and training workshops (U&TWs) to validate STS content and in determining appropriate training codes for STS items. In addition, tasks which were not matched to any STS item are listed in a "Tasks Not Referenced" section at the end of the printout. These unreferenced tasks should be carefully reviewed to identify new areas which may warrant inclusion in the STS. For assistance in interpretation of this printout, contact AFOMS/OMYO, at DSN 487-6811.

D		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
T Tsk		EMP		MOS	MOS	LVL	LVL	LVL	DIF
Y Nbr	Task Title								
0001	STS 5J0X1, PARALEGAL, dated Aug 99								
0002	1. CAREER LADDER PROGRESSION								
0003	1.a. Progressions in career ladder 5J0X1	B	-	-					
0004	1.b. Duties of AFSCs 5J0X1/5J000	B	-	-					
0005	1.c. Career Field Education and Training	-	A	C					
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	1.75	2	11	9	15	8	44	5.12
0006	1.d. TJAG Department	-							

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0007	1.d.(1) Paralegal History	A	B	-					
0008	1.d.(2) Awards and Recognition	-	A	-					
0009	2. SUPERVISION								
0010	2.a. Supervisor's job and responsibilities	-	-	B					
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	1.75	2	11	9	15	8	44	5.12
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	1.11	2	13	12	9	12	44	4.37
L0537	Inspect personnel for compliance with military standards	2.08	2	16	16	12	14	52	4.65
L0538	Interpret policies, directives, or procedures for subordinates	1.61	2	9	11	6	8	53	5.50
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	2	10	9	6	7	44	4.89
0011	2.b. Assign duties to personnel	-	-	c					
A0024	Log or suspense incoming correspondence	3.06	4	35	34	24	42	57	2.53
L0505	Assign personnel to work areas or duty positions	1.89	2	9	6	9	4	45	4.89
L0506	Assign sponsors for newly assigned personnel	1.36	1	6	5	3	2	30	3.89
0012	2.c. Orient new personnel	-	-	c					
L0513	Conduct supervisory orientations for newly assigned personnel	1.47	2	14	12	9	7	50	4.91

D	T Tsk	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
	0013	2.d. Plan work assignments	-	-	c					
	0014	2.e. Schedule work assignments	-	-	c					
L0522		Develop or establish work schedules	1.83	2	13	11	9	8	48	4.97
	0015	2.f. Establish								
	0016	2.f.(1) Work methods	-	-	c					
L0521		Develop or establish work methods or procedures	1.44	2	13	15	12	14	47	5.50
	0017	2.f.(2) Controls	-	-	c					
L0521		Develop or establish work methods or procedures	1.44	2	13	15	12	14	47	5.50
	0018	2.f.(3) Performance standards	-	-	c					
L0527		Establish performance standards for subordinates	2.17	2	14	11	9	7	49	5.26
L0531		Evaluate personnel for compliance with performance standards	1.75	2	9	11	6	7	49	5.14
	0019	2.g. Evaluate work performance of subordinate personnel	-	-	c					
K0495		Evaluate training methods or techniques of instructors	1.22	2	3	3	0	2	13	5.74
L0531		Evaluate personnel for compliance with performance standards	1.75	2	9	11	6	7	49	5.14
L0555		Write or indorse military performance reports	2.31	2	18	13	9	9	60	6.03

D	T Tsk	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
	0020	2.h. Resolve technical problems of subordinate personnel								
	0021	2.i. Counsel personnel								
	L0511	Conduct supervisory performance feedback sessions	2.08	2	16	13	9	9	54	5.23
	L0514	Counsel subordinates concerning personal matters	2.36	2	19	15	12	9	63	5.35
	0022	2.j. Correct substandard performance of subordinates								
	L0536	Initiate actions required due to substandard performance of personnel	1.67	2	8	6	3	2	40	5.14
	0023	2.k. Maintain civilian employee records								
	L0504	Annotate time and attendance sheets for civilian employees	1.36	2	5	4	0	4	28	4.97
	L0552	Write job or position descriptions	2.00	2	6	6	0	2	31	5.86
	L0554	Write or indorse civilian performance appraisals	1.75	2	4	2	0	0	25	5.84
	0024	2.l. Conduct self-inspections/assessments								
	L0509	Conduct self-inspections or self-assessments	2.25	2	13	17	9	18	49	5.15
	L0519	Develop self-inspection or self-assessment program checklists	1.61	2	6	6	3	4	25	5.72
	L0529	Evaluate inspection report findings or inspection procedures	.94	2	8	6	0	6	21	5.14
	0025	2.m. Conduct EPR feedback								
	L0511	Conduct supervisory performance feedback sessions	2.08	2	16	13	9	9	54	5.23

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0026	2.n. Mentorship	- - B								
0027	3. TRAINING									
0028	3.a. Determine need for training	- - 3c								
K0489	Determine training requirements		2.31	2	16	17	15	16	59	5.44
0029	3.b. Plan and supervise EST									
0030	3.b.(1) Prepare job qualification standards	- - 3c								
K0501	Prepare job qualification standards (JQSS)		1.97	2	4	5	0	2	22	5.85
0031	3.b.(2) Conduct training	- - 3c								
K0487	Conduct on-the-job training (OJT)		3.00	14	29	30	26	33	66	5.54
0032	3.b.(3) Counsel trainees on their progress	- - c								
K0488	Counsel trainees on training progress		2.06	2	11	12	12	14	56	5.00
K0497	Evaluate progress of trainees		1.86	2	11	10	15	10	51	5.48
0033	3.b.(4) Monitor effectiveness of training									

D	T Tsk	Task Title	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr			EMP		MOS	MOS	LVL	LVL	LVL	DIF
0034	3.b.(4)(a)	Career	-	-	c					
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	2	9	7	9	4	26	5.71
0035	3.b.(4)(b)	Job proficiency upgrade	-	-	c					
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	2	9	7	9	4	26	5.71
0036	3.b.(4)(c)	Qualification	-	-	c					
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	2	9	7	9	4	26	5.71
0037	3.c.	Maintain training records	-	-	3c					
K0499	Maintain training records or files		2.33	2	16	20	18	20	57	5.28
0038	3.d.	Evaluate effectiveness of training programs	-	-	C					
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	2	9	7	9	4	26	5.71
0039	3.e.	Recommend personnel for training	-	-	C					
0040	3.f.	Recommend personnel for upgrade	-	-	C					

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0041	4. LAW OFFICE MANAGEMENT								
0042	4.a. Law Office Management Organization	-	-	-					
0043	4.b. Manpower	-	-	-					
H0459	Request or distribute mobility requirements documents	1.75	2	6	4	0	4	8	5.43
H0460	Review UTC requirements	1.78	2	9	6	0	5	23	5.60
0044	4.c. Personnel Issues	-	-	-					
D0268	Prepare or review defense paralegal (DP) training reports	2.42	2	4	5	0	9	5	4.42
L0505	Assign personnel to work areas or duty positions	1.89	2	9	6	9	4	45	4.89
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	2.11	2	13	11	6	6	49	5.30
L0535	Initiate personnel action requests	1.36	2	9	6	3	3	33	4.84
L0539	Interview potential paralegal retrainees	1.83	2	9	9	6	5	40	5.59
L0542	Perform personnel hiring procedures	1.72	2	3	2	0	1	27	6.00
L0545	Prepare recommendation or non-recommendation retraining package	2.14	2	8	6	6	1	31	5.55
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	2	10	9	6	7	44	4.89
0045	4.d. Resource Management								
0046	4.d.(1) Budget	-	-	-					
A0018	Follow up on submitted travel vouchers	1.78	1	22	27	21	32	49	2.80
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	2	16	23	24	32	51	4.07
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	1	14	21	24	24	37	3.53

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	2.03	2	11	13	15	9	41	5.18
L0524	Draft or review budget requirements	2.28	2	6	7	6	7	38	6.14
L0541	Manage IMPAC card programs	1.69	2	13	12	9	16	39	5.72
L0544	Prepare contract requests for tax services	1.89	2	3	1	0	1	10	6.00

0047	4.d.(2) Facilities	-	-	-					
A0042	Request building or grounds maintenance	.83	1	16	18	15	20	43	2.65
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	2.03	2	11	13	15	9	41	5.18
L0518	Develop resource protection programs	1.03	2	4	3	3	1	17	5.32
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	1.36	2	5	6	3	5	25	5.00
L0543	Plan layouts of facilities	1.53	2	5	3	0	4	21	6.16
L0544	Prepare contract requests for tax services	1.89	2	3	1	0	1	10	6.00

0048	4.d.(3) Equipment and Supplies	-	-	-					
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	2	16	23	24	32	51	4.07
A0021	Inventory equipment or supplies	1.08	1	16	29	29	37	48	2.80
A0026	Maintain office computer systems	2.28	2	22	25	35	32	41	6.12
A0027	Maintain suspense files of newly purchased materials	1.39	1	9	11	18	17	28	3.21
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	1	14	21	24	24	37	3.53
H0443	Maintain mobility equipment or supplies	2.64	2	8	12	15	10	23	4.89
J0475	Coordinate maintenance of equipment with appropriate agencies	1.78	2	9	13	12	18	29	4.41
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	1.64	2	9	13	9	18	29	4.64
J0478	Identify and report equipment or supply problems	1.81	2	14	17	15	23	38	4.52
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	1.86	2	5	10	9	15	28	4.31
J0481	Maintain organizational equipment or supply records	1.86	2	6	12	9	15	29	4.71
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	1.64	2	10	18	12	22	33	4.16
L0518	Develop resource protection programs	1.03	2	4	3	3	1	17	5.32
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	1.17	2	9	8	12	5	27	5.02
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	1.36	2	5	6	3	5	25	5.00
L0544	Prepare contract requests for tax services	1.89	2	3	1	0	1	10	6.00

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0049	4.e. Recognition programs	-	-	-					
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	2.11	2	13	11	6	6	49	5.30
L0556	Write recommendations for awards or decorations	2.19	2	15	13	6	9	64	6.14
0050	4.f. Wartime tasking	-	-	-					
H0426	Assign personnel to mobility or contingency positions	2.17	2	8	5	3	4	26	5.47
H0427	Assign personnel to Unit Type Code (UTC) taskings	2.28	2	8	5	3	3	24	5.39
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2.14	2	5	2	3	2	12	5.99
H0434	Coordinate exercise sourcing requirements with functional managers	1.92	2	6	3	3	2	12	5.86
H0435	Coordinate mobility or contingency requirements with appropriate agencies	2.19	2	6	5	3	3	18	5.86
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	2	6	3	0	2	15	5.86
H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	2	6	4	0	3	15	5.92
H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	2	5	3	0	3	14	6.00
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	1.97	2	5	5	0	3	13	5.25
H0449	Prepare equipment for deployments	2.97	2	5	7	6	7	18	5.33
H0459	Request or distribute mobility requirements documents	1.75	2	6	4	0	4	8	5.43
H0460	Review UTC requirements	1.78	2	9	6	0	5	23	5.60
0051	4.g. Motivational	-	-	-					
0052	4.h. Office Management Problems/Problem Solving	-	-	-					
0053	4.i. Conflict Resolution	-	-	C					

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0054	4.j. Setting expectations	-	-	-					
L0511	Conduct supervisory performance feedback sessions	2.08	2	16	13	9	9	54	5.23
L0514	Counsel subordinates concerning personal matters	2.36	2	19	15	12	9	63	5.35
0055	4.k. NCO Leadership	-	-	-					
0056	4.l. Civilian personnel management	-	-	-					
0057	4.m. Paralegal issues	-	-	-					
H0432	Conduct mobility or deployment site surveys	2.08	2	4	3	0	3	7	5.84
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2.14	2	5	2	3	2	12	5.99
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	2	6	3	0	2	15	5.86
H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	2	6	4	0	3	15	5.92
H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	2	5	3	0	3	14	6.00
0058	4.n. SJA and LOM relationship	-	-	-					
0059	4.o. Article 6, UCMJ, Visits								
0060	4.o.(1) Briefing	-	-	-					
A0030	Prepare briefings, other than professional military education (PME) briefings	1.75	16	58	55	44	61	72	4.90
A0032	Prepare conference areas for briefings or meetings	1.69	4	34	39	47	43	60	2.11

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	1.11	2	13	12	9	12	44	4.37

0061	4.o.(2) Protocol	-	-	-					

0062	5. SPECIFIC OPERATIONS SECURITY (OPSEC) VULNERABILITIES OF AFSC	A	-	-					
I0464	Destroy classified materials or documents	2.86	2	5	7	9	7	14	5.02
I0465	Establish or maintain accountability records for classified materials or documents	2.47	2	1	1	0	2	9	5.39
I0466	Identify and report suspected security compromises	2.92	2	8	6	3	6	17	5.46
I0467	Initiate classified reports, messages, or documents	1.64	2	1	1	0	2	6	5.90
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	1.42	2	6	7	6	6	30	4.38
I0470	Inventory classified materials or documents	2.50	2	0	1	0	3	9	5.03

0063	6. ETHICS	A	B	C					
B0096	Process financial disclosure statements	1.50	2	3	2	3	3	7	5.39

0064	7. LAW OFFICE ADMINISTRATION								

0065	7.a. Air Force Electronic Publications Library (AFEPL)	-	-	-					

0066	7.b. Law Library								

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0067	7.b.(1) Establish requirements for law publications	A - -								
A0016	Establish law library publications checkout procedures		1.72	1	6	10	0	17	13	2.03
A0020	Initiate requisitions for equipment, supplies, forms, or publications		1.31	2	16	23	24	32	51	4.07
A0027	Maintain suspense files of newly purchased materials		1.39	1	9	11	18	17	28	3.21
A0031	Prepare certificates of transfer		1.67	1	10	13	18	18	15	3.07
A0033	Prepare letters of appointment		2.25	4	32	34	35	40	62	2.23
A0034	Prepare status reports on receipt or nonreceipt of publications		1.19	1	3	4	0	10	9	2.98
0068	7.b.(2) Maintain shelflist cards	A b -								
I0471	Maintain administrative files		3.61	15	29	31	18	39	53	4.48
0069	7.b.(3) Post law publications	A b -								
A0029	Post changes to publications		3.06	1	8	15	9	23	20	2.65
0070	7.b.(4) Inventory law libraries	A b -								
A0009	Conduct random spot-checks of law library		2.50	1	10	19	6	26	22	3.05
A0016	Establish law library publications checkout procedures		1.72	1	6	10	0	17	13	2.03
A0022	Inventory law library publications		2.22	1	9	18	3	29	15	2.84
A0023	Inventory network resource allocation management system (NetRAMS)		2.11	1	10	18	12	27	34	3.44
A0025	Maintain law library resources		2.11	1	11	19	6	29	15	3.29
A0031	Prepare certificates of transfer		1.67	1	10	13	18	18	15	3.07
A0033	Prepare letters of appointment		2.25	4	32	34	35	40	62	2.23
A0034	Prepare status reports on receipt or nonreceipt of publications		1.19	1	3	4	0	10	9	2.98
0071	7.b.(5) Budget for foreign publications	- b -								
A0039	Procure nonstandard office supplies, such as foreign publications		.78	2	1	2	6	4	13	4.07

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0072	7.b.(6) Purchase foreign publications	- b -								
A0039	Procure nonstandard office supplies, such as foreign publications		.78	2	1	2	6	4	13	4.07
0073	7.b.(7) Dispose of obsolete books	A b -								
A0013	Dispose of law library publications		2.47	1	8	17	6	28	18	3.19
0074	7.b.(8) Dispose of excess publications	A b -								
A0013	Dispose of law library publications		2.47	1	8	17	6	28	18	3.19
0075	7.c. Use personal computer									
0076	7.c.(1) Word processing functions	2b - -								
A0007	Compose or type administrative correspondence		4.75	8	72	72	71	80	86	3.29
A0038	Process incoming or outgoing electronic mail		3.44	8	56	56	59	63	77	2.89
0077	7.c.(2) Spreadsheets	- - -								
A0012	Develop local office programs for computers, such as spreadsheets		1.61	2	25	27	26	33	44	5.80
0078	7.c.(3) Databases	- - -								
A0012	Develop local office programs for computers, such as spreadsheets		1.61	2	25	27	26	33	44	5.80

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0079	7.c.(4) Electronic Mail	2b - -								
A0007	Compose or type administrative correspondence		4.75	8	72	72	71	80	86	3.29
A0038	Process incoming or outgoing electronic mail		3.44	8	56	56	59	63	77	2.89
0080	7.c.(5) Graphic Software	- - -								
0081	7.c.(6) LAN	- - -								
A0026	Maintain office computer systems		2.28	2	22	25	35	32	41	6.12
0082	7.c.(7) Legal Information On-Line System (LIONS)	- - C								
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03
B0052	Assist in preparation of Legal Information Online System (LIONS)		4.69	5	30	30	26	35	36	3.28
0083	7.c.(8) Resource Allocation Management System (RAMS)	- - C								
A0023	Inventory network resource allocation management system (NetRAMS)		2.11	1	10	18	12	27	34	3.44
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03
0084	7.c.(9) WebFLITE	2b - 3c								
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system		5.42	12	49	43	44	52	61	4.03
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0085	7.c.(10) Internet Access	- - -								
0086	7.c.(11) Troubleshooting procedures	- - -								
0087	7.c.(12) Electronic Forms (EFORMS)	- - -								
0088	7.c.(13) Computer Ethics and Security	A - B								
A0026	Maintain office computer systems		2.28	2	22	25	35	32	41	6.12
L0534	Implement safety or security programs		1.28	2	11	11	6	10	29	4.86
0089	7.d. Prepare Correspondence	2b - -								
A0007	Compose or type administrative correspondence		4.75	8	72	72	71	80	86	3.29
0090	7.e. Records management	- - -								
I0471	Maintain administrative files		3.61	15	29	31	18	39	53	4.48
0091	7.f. Administrative orders									
0092	7.f.(1) Prepare	- - -								
A0036	Process administrative orders		4.17	7	25	27	32	27	46	4.68
C0124	Coordinate appointment or assumption of command orders with appropriate agencies		3.00	2	19	20	18	18	21	4.09
C0234	Review appointment or assumption of command orders with appropriate agencies		3.53	7	19	22	18	20	22	4.83

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0093	7.f.(2) Process	- - -								
A0036	Process administrative orders		4.17	7	25	27	32	27	46	4.68
C0124	Coordinate appointment or assumption of command orders with appropriate agencies		3.00	2	19	20	18	18	21	4.09
C0234	Review appointment or assumption of command orders with appropriate agencies		3.53	7	19	22	18	20	22	4.83
0094	8. LEGAL ASSISTANCE AND ADMINISTRATION									
0095	8.a. Air Force Legal Assistance Program	B B -								
0096	8.b. Determine Eligibility and Scope									
0097	8.b.(1) Conflicts of Interest	B B -								
A0001	Administer client questionnaires		1.39	4	30	37	41	44	35	.73
A0041	Refer clients to other supportive agencies		3.83	8	58	59	53	64	67	3.75
B0109	Verify eligibility of clients for legal assistance		4.31	8	52	53	38	52	55	3.10
0098	8.b.(2) Client Referral Service	B B -								
A0001	Administer client questionnaires		1.39	4	30	37	41	44	35	.73
A0041	Refer clients to other supportive agencies		3.83	8	58	59	53	64	67	3.75
B0109	Verify eligibility of clients for legal assistance		4.31	8	52	53	38	52	55	3.10
0099	8.c. Prepare legal documents									

'AFOMS (AETC) Randolph AFB TX'

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0100	8.c.(1) Powers of Attorney	2b	c	-					
B0053	Brief clients on powers of attorney	5.33	13	65	59	38	62	65	3.34
B0086	Prepare or review powers of attorney	5.28	18	66	64	53	64	68	4.05
B0111	Witness signing of legal documents	3.81	8	81	70	71	63	67	2.21
0101	8.c.(2) Wills	2b	B	-					
A0001	Administer client questionnaires	1.39	4	30	37	41	44	35	.73
B0058	Conduct will briefings	3.00	2	19	24	26	27	34	4.08
B0059	Conduct will executions	3.36	5	43	47	38	46	54	3.73
B0062	Interview clients for preparation of simple wills	2.89	2	11	11	6	13	21	4.25
B0067	Prepare simple wills	3.78	7	8	10	9	12	17	5.40
B0069	Prepare wills with trusts	1.72	2	4	3	3	3	4	7.38
B0110	Witness execution of wills	3.92	8	81	73	71	64	66	2.08
B0111	Witness signing of legal documents	3.81	8	81	70	71	63	67	2.21
0102	8.d. Perform notarial acts and maintain notary log	2b	B	-					
B0064	Maintain notary logs	3.56	8	66	69	53	73	70	2.61
B0065	Notarize documents	4.33	8	72	74	56	77	74	3.64
B0111	Witness signing of legal documents	3.81	8	81	70	71	63	67	2.21
0103	8.e. Maintain legal assistance records	A	-	-					
B0051	Assist in preparation of legal assistance cards	4.11	5	34	35	26	41	37	2.11
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	5	30	30	26	35	36	3.28
B0063	Maintain legal assistance records	3.50	3	23	26	15	33	31	2.65
0104	8.f. Prepare legal assistance report	-	A	-					
A0006	Compile statistical data	1.64	16	53	54	47	60	78	4.58
A0044	Retrieve data using computers	5.19	18	72	73	76	77	89	4.03
B0051	Assist in preparation of legal assistance cards	4.11	5	34	35	26	41	37	2.11
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	5	30	30	26	35	36	3.28
B0076	Prepare or review legal assistance reports	3.25	2	9	10	12	14	28	4.13

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF

	0105	8.g.	Tax assistance program								

	0106	8.g.(1)	Establish program	-	-	c					

A0020			Initiate requisitions for equipment, supplies, forms, or publications	1.31	2	16	23	24	32	51	4.07
L0554			Write or indorse civilian performance appraisals	1.75	2	4	2	0	0	25	5.84

	0107	8.g.(2)	Provide and prepare basic Tax Forms	-	-	-					

	0108	8.g.(2)(a)	Manual	-	-	-					

A0004			Brief or assist clients on preparation of income tax returns	2.03	2	3	4	3	8	15	6.68

	0109	8.g.(2)(b)	Electronic	-	-	-					

A0003			Brief or assist clients in filing electronic income tax returns	2.11	2	4	5	3	10	17	6.12

	0110	9.	PREVENTIVE LAW PROGRAM	-	B	-					

B0056			Conduct preventive law briefings	2.50	2	11	13	18	18	24	4.91
B0087			Prepare or review preventive law bulletins	2.25	2	4	6	9	9	15	4.31
B0088			Prepare or review preventive law handbook factsheets	1.67	2	3	6	6	11	15	4.37
B0089			Prepare or review preventive law newsletters	2.14	2	3	5	3	8	14	4.25
B0090			Prepare or review preventive law newspaper articles	2.64	2	5	6	3	11	20	4.19
H0454			Prepare or publish project pitfall letters	1.64	2	0	1	0	1	4	5.82

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0111	10. CIVIL LAW								
0112	10.a. Administrative separation actions								
0113	10.a.(1) Process enlisted discharges								
A0011	Coordinate adverse actions with base agencies	3.31	14	25	31	24	36	31	4.62
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	24	30	50	1.21
B0054	Compile administrative involuntary discharge files	3.69	7	20	18	18	18	17	5.34
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	7	14	17	18	19	20	5.66
B0102	Procure board members for administrative discharge boards	3.25	2	8	10	9	10	7	4.71
C0209	Process discharges or resignations in lieu of courts-martial	4.81	7	16	18	21	19	13	5.94
D0261	Prepare or review Article 15 responses	3.78	7	23	25	18	26	8	5.27
0114	10.a.(2) Prepare legal reviews								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
B0054	Compile administrative involuntary discharge files	3.69	7	20	18	18	18	17	5.34
B0066	Prepare miscellaneous legal reviews	3.69	7	14	17	21	25	37	5.25
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	7	14	17	18	19	20	5.66
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	3.94	7	14	16	12	18	7	5.65
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	6	12	9	5.33
0115	10.a.(3) Perform duties of assistant government representative								
B0054	Compile administrative involuntary discharge files	3.69	7	20	18	18	18	17	5.34
B0104	Provide support for administrative discharge boards	3.89	7	14	14	12	18	15	5.16

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
B0108	Serve as assistant government representative during administrative discharge boards		2.56	2	3	2	0	2	2	6.50

0116	10.a.(4) Officer separation procedures	A B C								
A0011	Coordinate adverse actions with base agencies		3.31	14	25	31	24	36	31	4.62
B0054	Compile administrative involuntary discharge files		3.69	7	20	18	18	18	17	5.34
C0209	Process discharges or resignations in lieu of courts-martial		4.81	7	16	18	21	19	13	5.94
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial		3.94	7	14	16	12	18	7	5.65
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
E0292	Assemble documentation for administrative board actions		3.81	7	8	12	9	14	5	5.04

0117	10.a.(5) Administrative discharge boards	A b 3c								
A0011	Coordinate adverse actions with base agencies		3.31	14	25	31	24	36	31	4.62
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
B0104	Provide support for administrative discharge boards		3.89	7	14	14	12	18	15	5.16
C0209	Process discharges or resignations in lieu of courts-martial		4.81	7	16	18	21	19	13	5.94
E0292	Assemble documentation for administrative board actions		3.81	7	8	12	9	14	5	5.04

0118	10.b. Draft adverse administrative actions legal reviews									

0119	10.b.(1) Enlisted demotions	A b 3c								
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions		3.53	7	14	17	18	19	20	5.66
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0120	10.b.(2) Line of duty determination	A b 3c								
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations		3.58	7	11	10	9	11	16	5.61
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0121	10.b.(3) Report of survey	A b 3c								
B0078	Prepare or review legal reviews of reports of survey		3.39	7	4	6	6	9	17	5.69
D0279	Prepare or review report of survey determinations		3.11	2	3	3	0	9	4	5.61
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0122	10.b.(4) Article 138, UCMJ, complaints	- b c								
B0066	Prepare miscellaneous legal reviews		3.69	7	14	17	21	25	37	5.25
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints		3.56	7	1	4	9	4	5	5.74
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0123	10.b.(5) Unfavorable Information File (UIF)	A b c								
B0066	Prepare miscellaneous legal reviews		3.69	7	14	17	21	25	37	5.25
C0246	Review unfavorable information files (UIFs)		3.64	7	29	28	26	30	16	4.55
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0124	10.b.(6) Control Roster	A b c								
B0066	Prepare miscellaneous legal reviews		3.69	7	14	17	21	25	37	5.25
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33

'AFOMS (AETC) Randolph AFB TX'

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0125	10.b.(7) Weight Management Program	- - c								
B0066	Prepare miscellaneous legal reviews		3.69	7	14	17	21	25	37	5.25
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0126	10.b.(8) Quality Force Management	- - C								
B0066	Prepare miscellaneous legal reviews		3.69	7	14	17	21	25	37	5.25
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)		3.56	7	22	21	24	20	13	5.07
D0278	Prepare or review reenlistment denials		2.53	2	1	5	0	10	4	5.52
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0127	10.c. Draft administrative inquiries & investigative legal reviews									
0128	10.c.(1) Freedom of Information Act request	A b 3c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act		3.42	7	8	9	9	8	14	6.15
B0097	Process FOIA or Privacy Act requests		3.64	7	4	6	9	7	10	5.76
D0284	Prepare or review responses to miscellaneous legal reviews		3.33	7	6	8	6	12	9	5.33
0129	10.c.(2) Privacy Act	A b 3c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
B0066	Prepare miscellaneous legal reviews		3.69	7	14	17	21	25	37	5.25
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act		3.42	7	8	9	9	8	14	6.15
B0097	Process FOIA or Privacy Act requests		3.64	7	4	6	9	7	10	5.76

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	6	12	9	5.33

0130	10.c.(3) Release of Information for litigation								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
B0066	Prepare miscellaneous legal reviews	3.69	7	14	17	21	25	37	5.25
B0084	Prepare or review litigation reports	1.61	2	4	3	6	3	6	6.75
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	6	12	9	5.33

0131	10.c.(4) Aircraft & Missile accident investigations								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
B0050	Assist in aircraft or missile mishap investigations	2.92	2	6	7	9	7	8	6.21
B0084	Prepare or review litigation reports	1.61	2	4	3	6	3	6	6.75
B0098	Process general investigative reports	2.47	2	5	9	9	10	12	5.49
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	6	12	9	5.33
L0540	Investigate accidents or incidents	2.50	2	8	5	6	8	17	5.69

0132	10.c.(5) Appearance of witnesses for civilian tribunals								

0133	10.c.(6) Ethics Violations								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
B0066	Prepare miscellaneous legal reviews	3.69	7	14	17	21	25	37	5.25
B0098	Process general investigative reports	2.47	2	5	9	9	10	12	5.49
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	6	12	9	5.33

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF

0134	10.c.(7)		Off-duty employment								
			A b 3c								
B0071			Prepare documentation for off-duty employment applications	2.83	1	13	14	6	18	27	3.30
B0105			Review legal reviews of off-duty employment	2.44	2	8	7	9	11	17	4.03
D0284			Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	6	12	9	5.33

0135	10.c.(8)		Congressional & High Level Inquiries								
			- b c								
A0037			Process congressional or high-level inquiries	1.94	2	4	6	3	6	15	5.88
B0098			Process general investigative reports	2.47	2	5	9	9	10	12	5.49

0136	10.d.		Civil law programs and directives								

0137	10.d.(1)		Foreign criminal jurisdiction (FCJ) program								

0138	10.d.(1)(a)		US procedures for FCJ cases								
			- b -								
G0404			Assemble or maintain lists of local national attorneys	1.58	1	3	2	3	3	5	3.79
G0406			Brief accused or unit personnel on international hold requirements or international law case requirements	2.14	2	1	1	0	2	0	5.28
G0408			Conduct service of processes	1.72	****	0	0	0	0	1	4.51
G0409			Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	1.89	2	1	1	0	2	1	6.31
G0410			Determine jurisdiction of cases under SOFAs	3.19	2	0	1	0	2	2	6.55
G0413			Prepare vouchers for local national attorneys	1.86	2	0	1	0	1	2	5.76
G0414			Prepare or review case files on individuals charged in foreign courts	2.53	2	0	1	0	1	2	6.34
G0415			Prepare or review custody release certificates	2.39	****	0	0	0	0	0	6.12
G0419			Prepare or review requests for, or responses to, waiver of host jurisdiction	2.42	2	0	1	0	1	2	6.07
G0421			Process solatium payments with foreign parties	1.97	****	0	0	0	0	1	6.32
G0422			Procure local national attorneys	1.75	****	0	0	0	1	1	5.86

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
G0423	Schedule medical examinations for personnel confined in foreign countries		1.86	****	0	0	0	0	1	5.30
0139	10.d.(1)(b) Appointing Trial Observer	- b -								
G0405	Assemble or maintain lists of trial observers		1.08	2	1	1	3	1	1	4.06
G0417	Prepare or review notices to court prosecutors of designated trial observers		1.89	****	0	0	0	1	1	5.73
0140	10.d.(1)(c) Jail Visitation procedures	- b -								
G0407	Conduct prison visits		1.17	2	3	1	3	2	1	4.28
G0424	Schedule visits to personnel confined in foreign countries		1.83	2	0	1	0	1	1	5.12
0141	10.d.(1)(d) FCJ Reporting Procedures	- b -								
G0411	Prepare reports on international agreements		1.97	2	0	1	0	2	1	6.25
G0416	Prepare or review foreign criminal jurisdiction reports		2.22	2	0	1	0	1	4	6.28
G0418	Prepare or review reports on personnel confined in foreign penal institutions		2.19	****	0	0	0	0	2	5.71
G0420	Prepare or review trial observer reports		2.06	****	0	0	0	1	2	5.87
0142	10.d.(2) Federal magistrate court system	- b -								
0143	10.d.(2)(a) Determine Jurisdiction	- b -								
B0074	Prepare or review dependent misconduct actions		2.64	2	3	3	3	7	9	4.97
B0085	Prepare or review magistrate court documents		2.56	2	5	5	3	5	4	6.02
B0095	Process dependent misconduct actions		2.14	2	1	2	3	5	3	5.31
0144	10.d.(2)(b) Draft Information Sheet	- b -								
B0085	Prepare or review magistrate court documents		2.56	2	5	5	3	5	4	6.02
B0095	Process dependent misconduct actions		2.14	2	1	2	3	5	3	5.31

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0145	10.d.(2)(c) Research State and Federal Law	- b -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
B0085	Prepare or review magistrate court documents		2.56	2	5	5	3	5	4	6.02
B0095	Process dependent misconduct actions		2.14	2	1	2	3	5	3	5.31
0146	10.d.(2)(d) Assemble Court Files	- b -								
B0084	Prepare or review litigation reports		1.61	2	4	3	6	3	6	6.75
B0085	Prepare or review magistrate court documents		2.56	2	5	5	3	5	4	6.02
B0095	Process dependent misconduct actions		2.14	2	1	2	3	5	3	5.31
0147	10.d.(2)(e) Investigation Interview	- b -								
A0010	Conduct witness interviews		3.72	15	39	42	35	45	30	5.51
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
B0074	Prepare or review dependent misconduct actions		2.64	2	3	3	3	7	9	4.97
B0085	Prepare or review magistrate court documents		2.56	2	5	5	3	5	4	6.02
B0095	Process dependent misconduct actions		2.14	2	1	2	3	5	3	5.31
0148	10.d.(2)(f) Case Docketing	- b -								
B0085	Prepare or review magistrate court documents		2.56	2	5	5	3	5	4	6.02
B0095	Process dependent misconduct actions		2.14	2	1	2	3	5	3	5.31
0149	10.d.(3) Host-tenant support agreements	- b -								
L0523	Draft host-tenant or interservice agreements		1.11	2	1	1	0	0	2	6.56
0150	10.d.(4) Review and/or draft contingency/emergency plans									

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0151	10.d.(4)(a) Contingency	- - c								
H0429	Complete operations plan (OPLAN) sourcing requirements		2.08	2	1	1	0	2	7	6.44
H0430	Compute OPLAN requirements status listings		2.11	2	1	2	0	2	8	6.57
H0445	Maintain base OPLAN files		2.11	2	4	3	0	4	10	5.24
H0451	Prepare legal annexes to war plans		1.72	2	3	2	0	1	2	6.79
H0458	Provide OPLAN requirements status listings to unit commanders		1.47	2	1	1	0	1	2	6.11
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans		1.61	2	6	6	6	4	21	5.77
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans		2.08	2	5	5	3	4	26	5.60
0152	10.d.(4)(b) Emergency	- - c								
H0429	Complete operations plan (OPLAN) sourcing requirements		2.08	2	1	1	0	2	7	6.44
H0430	Compute OPLAN requirements status listings		2.11	2	1	2	0	2	8	6.57
H0445	Maintain base OPLAN files		2.11	2	4	3	0	4	10	5.24
H0451	Prepare legal annexes to war plans		1.72	2	3	2	0	1	2	6.79
H0458	Provide OPLAN requirements status listings to unit commanders		1.47	2	1	1	0	1	2	6.11
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans		1.61	2	6	6	6	4	21	5.77
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans		2.08	2	5	5	3	4	26	5.60
0153	10.d.(5) Environmental Law									
0154	10.d.(5)(a) Basic Terminology	- - -								
0155	10.d.(5)(b) Litigation Support	- - -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
B0051	Assist in preparation of legal assistance cards		4.11	5	34	35	26	41	37	2.11
B0055	Conduct internal investigations concerning environmental law issues		1.17	2	0	1	0	1	2	6.86

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
B0060	Conduct external investigations concerning environmental law issues	1.28	****	0	0	0	0	1	6.66
B0070	Prepare and review responses concerning environmental law issues	1.36	2	1	1	0	1	2	6.92
B0084	Prepare or review litigation reports	1.61	2	4	3	6	3	6	6.75

0156	10.d.(6) Contract law								

0157	10.d.(6)(a) Basic Terminology			-	-	-			

0158	10.d.(6)(b) Basic Legal Reviews			-	-	-			

A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
B0066	Prepare miscellaneous legal reviews	3.69	7	14	17	21	25	37	5.25
B0084	Prepare or review litigation reports	1.61	2	4	3	6	3	6	6.75
B0094	Process contracts	1.69	2	1	1	3	1	2	7.12

0159	10.d.(7) Labor Law								

0160	10.d.(7)(a) Basic Labor Law terminology			-	A	B			

0161	10.d.(7)(b) Processing case files			-	A	B			

A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
B0066	Prepare miscellaneous legal reviews	3.69	7	14	17	21	25	37	5.25
B0084	Prepare or review litigation reports	1.61	2	4	3	6	3	6	6.75
B0093	Process civilian real estate reimbursement claims	1.36	2	3	2	3	4	5	6.59

D												
T Tsk												
Y Nbr	Task Title											
0162	10.d.(8) International/Operations Law											
0163	10.d.(8)(a) Air Operations Center organization and Purpose											
0164	10.d.(8)(a)1. Organization and Structure	-	A	-								
0165	10.d.(8)(a)2. Joint Force Air Component Commander Responsibility (JFACC)	-	A	-								
0166	10.d.(8)(a)3. Commander Air Force Forces Responsibility (COMAFFOR)	-	A	-								
0167	10.d.(8)(a)4. Air Tasking Order Cycle											
0168	10.d.(8)(a)4.a. Strategy	-	A	-								
0169	10.d.(8)(a)4.b. Guidance Apportionment and Targeting	-	A	-								

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
		0170	10.d.(8)(a)4.c. Master Air Attack Plan	-	A	-					
		0171	10.d.(8)(a)5. Conduct Target Reviews								
		0172	10.d.(8)(a)5.a. Conduct LOAC Training	-	A	-					
		0173	10.d.(8)(a)5.b. Evaluate compliance with LOAC								
H0441	Evaluate compliance with LOAC			3.11	2	5	6	3	7	14	6.20
H0452	Prepare LOAC reports			2.36	2	3	5	3	7	15	5.43
		0174	10.d.(8)(a)5.b.1. Military necessity	-	A	-					
		0175	10.d.(8)(a)5.b.2. Proportionality	-	A	-					
		0176	10.d.(8)(a)5.b.3. Collateral damage	-	A	-					
		0177	10.d.(8)(a)5.b.4. Unnecessary suffering	-	A	-					
		0178	10.d.(8)(a)5.b.5. Status of Prisoners	-	A	-					

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
		0179	10.d.(8)(a)5.b.6. Standing Rules of Engagement (ROE)	-	A	-					
H0462			Review or update rules of engagement	2.03	2	3	5	3	5	7	6.86
		0180	10.d.(8)(a)5.b.7. Procedure for submitting (ROE)	-	A	-					
H0462			Review or update rules of engagement	2.03	2	3	5	3	5	7	6.86
		0181	10.d.(8)(a)5.c. Report Suspected LOAC violations	-	A	-					
H0452			Prepare LOAC reports	2.36	2	3	5	3	7	15	5.43
		0182	10.d.(8)(b) Procedures for handling asylum and temporary refugee	-	A						
		0183	10.d.(8)(c) Understand procedures that establish battlestaff and crisis action teams	-	A	-					
H0426			Assign personnel to mobility or contingency positions	2.17	2	8	5	3	4	26	5.47
		0184	10.d.(8)(d) Understand the role of Force Protection								
		0185	10.d.(8)(d)1. Deployed Commanders Responsibilities	-	A	-					

D													
T Tsk						TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title					EMP		MOS	MOS	LVL	LVL	LVL	DIF
0186	10.d.(8)(d)2. Rules for use of Force	-	A	-									
0187	10.d.(8)(d)3. Rule on Use Deadly Force	-	A										
0188	10.d.(8)(e) Information Operations/ Warfare												
0189	10.d.(8)(e)1. Authority to conduct defensive information operations	-	A										
0190	10.d.(8)(e)2. Authority to conduct offensive information operations	-	A										
0191	10.d.(8)(f) Non-combatant Evacuation Operations (NEO)												
0192	10.d.(8)(f)1. Authority to conduct NE	-	A										
0193	10.d.(8)(f)2. Status of Evacuees	-	A										

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
		0194	10.d.(8)(g) Peace Operations and Humanitarian Assistance								
		0195	10.d.(8)(g)1. Authority to conduct operations		A						
		0196	10.d.(8)(g)2. Fiscal authority to provide assistance		A						
		H0425	Analyze issues, such as deployment, contracting, or fiscal law	2.50	2	8	6	6	4	14	6.57
		0197	10.d.(9) Space Law								
		0198	10.d.(10) Fiscal Law								
		0199	10.d.(10)(a) Authority to spend US funds								
		0200	11. MILITARY JUSTICE								
		0201	11.a. Jurisdiction								

D	T Tsk	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
0202	11.a.(1)	Concurrent	A	B	-					
B0099		Process requests for release of military personnel to civilian authorities	1.89	2	0	2	6	2	4	5.55
0203	11.a.(2)	Exclusive	A	B	-					
0204	11.a.(3)	Proprietary	A	B	-					
B0099		Process requests for release of military personnel to civilian authorities	1.89	2	0	2	6	2	4	5.55
0205	11.a.(4)	Foreign	A	B	-					
B0099		Process requests for release of military personnel to civilian authorities	1.89	2	0	2	6	2	4	5.55
0206	11.a.(5)	Courts martial	A	B	-					
0207	11.a.(6)	Article 15	A	B	-					
0208	11.b.	Pre-trial Procedures								
0209	11.b.(1)	Preliminary inquiry into reported offenses	A	B	C					
A0048		Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports		3.67	7	23	25	26	25	16	4.56
C0244	Review security forces blotters for potential disciplinary actions		4.47	15	35	34	35	28	30	4.35
0210	11.b.(2) Investigative Techniques	- - C								
A0010	Conduct witness interviews		3.72	15	39	42	35	45	30	5.51
D0254	Compile investigative materials		3.33	7	19	22	21	26	10	4.69
0211	11.b.(3) Search and Seizure	- - C								
C0222	Procure physical evidence for trials		4.19	7	20	25	26	25	16	5.05
0212	11.b.(4) Apprehension	- - C								
0213	11.b.(5) Confessions	- - C								
0214	11.b.(6) Military Rules of Evidence	- - C								
C0240	Review evidence to determine appropriateness for military justice actions		5.39	12	30	30	24	25	22	5.78
0215	11.b.(7) Punitive articles	A - -								
0216	11.b.(8) Draft Charges	2b - -								
C0138	Draft charges and specifications for court-martial actions		7.25	12	35	34	41	28	22	6.08
C0189	Prepare or review DD Forms 458 (Charge Sheet)		7.47	12	41	41	44	35	30	5.81
C0235	Review charge sheets for accuracy and completeness		5.97	12	32	34	35	33	31	5.92

D	T Tsk	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
0217	11.b.(9)	Proof Analysis	-	A	B					
A0023		Inventory network resource allocation management system (NetRAMS)	2.11	1	10	18	12	27	34	3.44
D0270		Prepare or review initial case analyses	3.39	7	5	5	3	9	5	5.45
D0271		Prepare or review motions	3.22	2	5	6	6	9	4	6.23
0218	11.b.(10)	Pretrial restraints		A	B	C				
C0116		Assist with pretrial confinement hearings	4.44	7	19	22	24	23	14	5.11
C0142		Monitor pretrial restraint or posttrial confinement	4.39	7	22	21	32	20	19	4.74
C0197		Prepare or review pretrial confinement hearing reports	4.03	7	14	17	21	20	15	5.61
C0221		Procure military magistrates or judges for pretrial confinement hearings	3.22	2	11	14	21	15	11	4.89
0219	11.b.(11)	Prefer charges		2b	b	-				
C0127		Coordinate preferral of charges on pretrial confinees with commanders	3.50	7	22	22	32	21	14	4.28
C0189		Prepare or review DD Forms 458 (Charge Sheet)	7.47	12	41	41	44	35	30	5.81
C0194		Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	12	28	30	32	27	22	5.06
C0235		Review charge sheets for accuracy and completeness	5.97	12	32	34	35	33	31	5.92
0220	11.b.(12)	Trial Preparation								
0221	11.b.(12)(a)	Prepare Depositions		-	-	2c				
C0188		Prepare or review DD Forms 456 (Interrogatories and Deposition)	3.56	7	8	7	6	6	8	5.45
C0191		Prepare or review depositions	3.08	2	13	11	15	11	9	5.48
0222	11.b.(12)(b)	Prepare Stipulations of Fact		A	-	2c				
C0203		Prepare or review stipulations	3.53	7	9	14	15	16	11	6.25

D	T Tsk	Task Title	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr			EMP		MOS	MOS	LVL	LVL	LVL	DIF
0223	11.b.(12)(c)	Prepare Findings Worksheet	A	-	3c					
C0157		Prepare findings worksheets	5.86	11	25	26	38	23	18	4.44
0224	11.b.(12)(d)	Prepare Interrogatories	A	-	2c					
C0188		Prepare or review DD Forms 456 (Interrogatories and Deposition)	3.56	7	8	7	6	6	8	5.45
0225	11.b.(12)(e)	Prepare Sentencing Worksheet	A	-	3c					
C0162		Prepare sentencing worksheets	5.67	11	28	27	35	24	17	4.80
0226	11.b.(13)	Perform Duties as Trial Team Member	-	-	B					
C0150		Perform trial team member activities	4.64	7	11	16	18	21	9	6.32
0227	11.b.(14)	Prepare Digests	-	-	2c					
0228	11.b.(15)	Prepare Investigation	-	-	2c					
D0254		Compile investigative materials	3.33	7	19	22	21	26	10	4.69
D0263		Prepare or review case witness statements	3.28	2	14	15	12	19	6	5.09
E0293		Assemble documentation for Article 32, UCMJ, investigations	4.03	7	15	17	21	19	9	5.16
E0294		Assemble documentation for collateral investigations	2.67	2	5	4	3	6	1	5.07
0229	11.b.(16)	Trial docket	A	B	-					
C0126		Coordinate individual case dockets with defense council circuit	2.03	2	11	13	15	18	10	4.12

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
D0257	Coordinate individual case dockets with legal office or circuit courts	2.75	2	15	15	9	18	7	4.54
D0259	Maintain defense counsel case dockets	2.53	2	3	5	0	12	2	4.45

0230	11.b.(17) Process Article 32 investigation								
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	12	28	30	32	27	22	5.06
C0206	Process Article 32, UCMJ, investigations	5.19	11	22	21	26	18	16	5.49
E0293	Assemble documentation for Article 32, UCMJ, investigations	4.03	7	15	17	21	19	9	5.16

0231	11.b.(18) Advice of SJA								
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	11	25	29	35	24	25	5.82
D0286	Prepare or review responses to pretrial advice	3.22	2	11	12	12	14	7	5.71

0232	11.b.(19) Prepare court-martial convening 2b order								
C0166	Prepare or process releases for court-martial or board members	4.81	7	27	26	38	24	21	4.17
C0168	Prepare or review amendments to court-martial convening orders	5.69	11	28	28	35	25	24	5.03
C0184	Prepare or review court-martial convening orders	6.83	12	30	33	35	28	31	5.38
C0198	Prepare or review proposed court-martial member lists	4.86	15	32	33	38	28	27	4.83
C0220	Procure court-martial or board members	5.00	11	24	26	29	24	20	4.94
C0238	Review court-martial or board member information	4.11	15	32	31	32	29	24	4.69

0233	11.b.(20) Refer charges								
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	3.67	15	32	32	50	27	19	4.19
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	12	41	41	44	35	30	5.81
C0198	Prepare or review proposed court-martial member lists	4.86	15	32	33	38	28	27	4.83
C0235	Review charge sheets for accuracy and completeness	5.97	12	32	34	35	33	31	5.92

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0234	11.b.(21) Identify allied papers	- - -								
C0232	Review allied papers for insertion in records of trial		4.67	7	16	19	21	20	18	5.59
E0301	Mark exhibits		3.69	7	20	25	21	29	11	4.82
0235	11.b.(22) Discovery Requests	- b 3c								
C0192	Prepare or review discovery requests		5.08	11	27	29	24	32	17	5.76
C0210	Process discovery requests		4.75	7	18	23	18	27	14	5.50
0236	11.b.(23) Pretrial Agreements	- b 3c								
C0213	Process pretrial agreements		4.36	7	14	19	21	23	17	5.74
D0277	Prepare or review pretrial agreements		3.69	7	10	13	6	16	7	5.96
0237	11.b.(24) Notify participants of court-martial	b b -								
C0148	Notify participants of courts-martial or boards		4.83	5	34	33	47	33	19	3.60
C0220	Procure court-martial or board members		5.00	11	24	26	29	24	20	4.94
C0253	Verify availability of court-martial or board members		4.58	5	32	32	41	27	20	3.74
0238	11.b.(25) Assemble trial folders	b b -								
C0163	Prepare trial folders		5.97	12	35	35	41	34	19	4.08
0239	11.b.(26) Witnesses									
0240	11.b.(26)(a) Determine status	a b -								

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0241	11.b.(26)(b) Conduct interview a - 3c								
A0010	Conduct witness interviews	3.72	15	39	42	35	45	30	5.51
D0263	Prepare or review case witness statements	3.28	2	14	15	12	19	6	5.09
D0288	Prepare or review witness affidavits	3.53	7	6	11	6	14	7	5.47
0242	11.b.(26)(c) Determine Funding a b - Responsibility								
C0130	Coordinate witness fundings with appropriate agencies	4.81	7	27	29	32	28	28	5.19
C0230	Request witness fundings	5.14	11	27	28	29	26	23	4.90
0243	11.b.(26)(d) Request Attendance a b -								
C0161	Prepare requests for country clearances for witnesses	2.53	2	3	2	6	4	4	5.40
C0225	Request civilian witnesses for courts-martial	4.94	15	29	30	35	28	20	5.38
C0227	Request military witnesses for courts-martial	5.28	11	29	29	32	32	19	4.72
0244	11.b.(26)(e) Process request a b -								
C0219	Procure convening authority approval of expert witnesses	4.33	7	20	24	29	20	21	5.58
D0289	Process request for defense witnesses	3.44	7	11	14	12	17	5	5.12
0245	11.b.(26)(f) Process								
0246	11.b.(26)(f)1. Subpoena a b -								
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	5.83	11	27	26	24	22	22	5.13
C0249	Serve subpoenas on witnesses	3.47	7	15	18	24	16	10	4.12

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0247	11.b.(26)(f)2. Travel orders	a b -								
A0035	Prepare witness travel orders		4.75	15	32	30	44	26	25	4.46
C0195	Prepare or review invitational travel orders		5.42	11	27	27	24	24	31	5.21
0248	11.b.(26)(f)3. Payment requests	a b -								
A0018	Follow up on submitted travel vouchers		1.78	1	22	27	21	32	49	2.80
C0164	Prepare witness payment vouchers		5.58	11	28	27	35	25	20	4.64
C0217	Process witness payment vouchers		5.03	11	24	25	29	22	21	5.13
0249	11.b.(26)(f)4. Travel arrangements	a b -								
A0028	Make lodging or transportation arrangements		1.69	4	34	39	47	44	51	2.46
0250	11.b.(26)(g) Provide victim and witness assistance	a b c								
C0146	Monitor victim and witness assistance program (VWAP)		3.42	7	16	15	12	15	17	5.43
C0153	Prepare annual VWAP report		2.81	2	10	8	6	9	12	4.69
C0216	Process VWAP forms		4.17	7	19	17	12	19	12	5.16
C0250	Serve as VWAP coordinator		3.11	2	16	13	12	11	12	6.04
0251	11.b.(27) Brief bailiff on courtroom responsibilities	a b -								
C0223	Procure and brief individuals for bailiff duties		4.78	5	28	30	35	27	20	3.97
0252	11.b.(28) Prepare courtroom	a b -								
C0155	Prepare courtrooms for proceedings		4.61	5	35	36	41	31	22	2.90
E0306	Set up court reporting equipment		2.97	2	3	4	9	5	8	5.45

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T Tsk
Y Nbr Task Title TNG ATI 1-24 1-48 3- 5- 7- TSK
EMP MOS MOS LVL LVL LVL DIF

0253 11.c. Court-Martial Proceeding

0254 11.c.(1) Trial procedures for SCM A B -

0255 11.c.(2) Trial procedures for SPCM A B -

0256 11.c.(3) Trial procedures for GCM A B -

0257 11.c.(4) Trail procedures before the Merits - B -

0258 11.c.(5) Interlocutory issues - B -

0259 11.c.(6) Courtroom ethics - B -

0260 11.c.(7) Matters at the conclusion of the evidence - B C

0261 11.c.(8) Sentencing - B C

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0262	11.d. Post-Trial Procedures								
0263	11.d.(1) Prepare confinement orders		A	b	-				
C0186	Prepare or review DD Forms 2707 (Confinement Order)	6.42	12	34	34	35	29	24	4.59
0264	11.d.(2) Deferment of confinement		-	C	-				
D0280	Prepare or review requests for deferment of confinement	3.69	7	8	10	3	16	5	5.84
0265	11.d.(3) Prepare report of result of trial		2b	b	4d				
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	6.50	12	30	30	41	27	21	4.38
0266	11.d.(4) Post-trial rights								
0267	11.d.(4)(a) Submission of Matters Letter		b	-	-				
C0196	Prepare or review letters concerning submission of matters to convening authority	4.64	15	30	30	26	27	24	5.01
0268	11.d.(4)(b) 14 Day Notification Letter		b						
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	5.08	11	23	23	24	22	18	4.35
D0269	Prepare or review deferment of forfeitures or reduction in grade	3.81	7	14	14	6	17	8	5.41

D	T Tsk	Y Nbr	Task Title	ENG	ATI	1-24	1-48	3-	5-	7-	TSK
				EMP		MOS	MOS	LVL	LVL	LVL	DIF
		0269	11.d.(4)(c) Prepare AF Form 304	b	-	-					
		C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	4.89	3	20	24	26	25	21	3.66
		0270	11.d.(5) Assemble								
		0271	11.d.(5)(a) Verbatim records of trial	2b	b	-					
		A0013	Dispose of law library publications	2.47	1	8	17	6	28	18	3.19
		C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	7	16	19	15	20	24	6.29
		E0297	Assemble records of trials	4.31	7	20	21	26	19	14	5.45
		E0303	Procure photographs of physical evidence	3.36	7	18	22	21	22	8	4.39
		E0309	Transcribe verbatim records of trials	2.75	****	0	0	0	2	3	6.17
		0272	11.d.(5)(b) Summarized record of trial	2b	b	-					
		C0131	Copy records of trial	3.83	3	28	28	38	25	20	2.88
		C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	7	16	19	15	20	24	6.29
		E0297	Assemble records of trials	4.31	7	20	21	26	19	14	5.45
		E0303	Procure photographs of physical evidence	3.36	7	18	22	21	22	8	4.39
		E0308	Transcribe summarized records of trials	2.75	****	0	0	0	2	2	6.50
		0273	11.d.(5)(c) Other records of proceedings	b	-	-					
		C0131	Copy records of trial	3.83	3	28	28	38	25	20	2.88
		C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	7	16	19	15	20	24	6.29
		E0296	Assemble documentation for miscellaneous proceedings	2.83	2	4	7	6	10	5	5.11
		E0303	Procure photographs of physical evidence	3.36	7	18	22	21	22	8	4.39
		E0309	Transcribe verbatim records of trials	2.75	****	0	0	0	2	3	6.17

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0274	11.d.(6) Authentication	A C -								
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency		4.67	7	16	19	15	20	24	6.29
E0298	Authenticate records of trials		2.81	2	6	4	3	4	3	5.51
0275	11.d.(7) Service of record of trail	A C -								
C0248	Serve records of trial on accused		4.36	3	30	29	35	25	19	3.36
0276	11.d.(8) Process clemency matters	b c -								
C0196	Prepare or review letters concerning submission of matters to convening authority		4.64	15	30	30	26	27	24	5.01
C0212	Process post-trial materials submitted by accused		4.97	11	24	27	29	27	19	5.35
D0276	Prepare or review post-trial clemency evaluations		3.58	7	11	15	6	17	7	5.81
0277	11.d.(9) Defense Counsel Responsibility	- C -								
D0285	Prepare or review responses to Staff Judge Advocate recommendations		3.69	7	14	17	15	17	8	5.70
D0287	Prepare or review withdrawals of petitions for reviews		2.17	2	1	2	0	5	3	5.52
0278	11.d.(10) Staff Judge Advocate recommendation	A B 3c								
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations		5.06	11	25	29	35	24	25	5.82
D0285	Prepare or review responses to Staff Judge Advocate recommendations		3.69	7	14	17	15	17	8	5.70
0279	11.d.(11) Post-trial processing before action	- C -								
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations		5.06	11	25	29	35	24	25	5.82

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	7	14	17	15	17	8	5.70
0280	11.d.(12) Prepare action of convening authority								
C0182	Prepare or review court-martial actions of convening authorities	6.17	11	20	26	21	24	29	5.79
0281	11.d.(13) Convening authority responsibilities								
C0204	Prepare or review supplementary court-martial orders	5.39	11	22	21	18	20	21	5.67
C0208	Process court-martial promulgating orders	5.64	11	25	28	26	25	21	5.43
0282	11.d.(14) Count-Martial promulgating orders								
0283	11.d.(14)(a) Prepare								
C0117	Authenticate court-martial orders	2.39	2	6	14	12	11	11	5.11
C0185	Prepare or review court-martial promulgating orders	6.97	12	32	33	32	28	30	5.75
0284	11.d.(14)(b) Process								
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	24	30	50	1.21
C0135	Distribute court-martial orders	4.97	10	35	34	41	28	24	3.38
C0208	Process court-martial promulgating orders	5.64	11	25	28	26	25	21	5.43
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.39	11	18	23	15	23	27	5.93
0285	11.d.(15) Excess leave								
C0143	Monitor status of excess leave personnel	3.83	7	18	21	15	20	17	4.77
C0156	Prepare excess leave documentation	5.33	11	23	25	24	24	18	4.21
C0211	Process excess leave documentation	4.75	7	20	24	26	23	16	5.19

D					TNG	ATI	1-24	1-48	3-	5-	7-	TSK
T Tsk	Task Title				EMP		MOS	MOS	LVL	LVL	LVL	DIF
0286	11.d.(16) Prepare court-martial data sheet	-	-	-								
0287	11.d.(17) (reserved space)	-	-	-								
0288	11.d.(17) Process records of trial through reviewing and appellate authorities	b	c	C								
C0115	Arrange for supervisory reviews of summary court-martial records of trials				2.19	2	10	15	12	15	14	4.78
C0136	Distribute court-martial records of trials to reviewing authorities				4.75	5	33	33	44	28	22	3.44
0289	11.d.(18) Air Force Court of Criminal Appeals (AFCCA)	A	B	C								
D0287	Prepare or review withdrawals of petitions for reviews				2.17	2	1	2	0	5	3	5.52
0290	11.d.(19) United States Court of Appeals for the Armed Forces	A	B	C								
D0275	Prepare or review petitions for reviews by courts of military appeals				3.00	2	3	3	3	3	3	5.69
D0287	Prepare or review withdrawals of petitions for reviews				2.17	2	1	2	0	5	3	5.52
0291	11.d.(20) US. Supreme Court	A	B	C								

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0292	11.d.(21) Decisions of the AFCCA and US Court of Appeals of the Armed Forces	A B C								
C0114	Arrange for service appellate court decisions on accused		2.25	2	5	11	6	11	13	4.45
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel		3.25	2	27	28	32	23	18	4.19
C0247	Serve appellate court decisions on accused		3.14	1	11	15	6	16	12	3.47
D0274	Prepare or review petitions for rehearings		2.89	2	4	3	3	3	2	5.63
D0275	Prepare or review petitions for reviews by courts of military appeals		3.00	2	3	3	3	3	3	5.69
0293	11.d.(22) Extraordinary writs	- - -								
D0274	Prepare or review petitions for rehearings		2.89	2	4	3	3	3	2	5.63
0294	11.d.(23) Petition for new trial	- - -								
D0273	Prepare or review petitions for new trials		2.89	2	4	3	3	4	3	5.55
D0274	Prepare or review petitions for rehearings		2.89	2	4	3	3	3	2	5.63
D0275	Prepare or review petitions for reviews by courts of military appeals		3.00	2	3	3	3	3	3	5.69
D0287	Prepare or review withdrawals of petitions for reviews		2.17	2	1	2	0	5	3	5.52
0295	11.e. Other Post-Trial Matters									
0296	11.e.(1) Process Article 69, UCMJ, application	- b -								
C0196	Prepare or review letters concerning submission of matters to convening authority		4.64	15	30	30	26	27	24	5.01
D0274	Prepare or review petitions for rehearings		2.89	2	4	3	3	3	2	5.63
D0287	Prepare or review withdrawals of petitions for reviews		2.17	2	1	2	0	5	3	5.52

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0297	11.e.(2) Prepare certificate of correction	- b -								
C0180	Prepare or review certificates of correction		4.39	7	13	15	15	14	14	5.47
0298	11.e.(3) Vacate suspension	- b -								
C0204	Prepare or review supplementary court-martial orders		5.39	11	22	21	18	20	21	5.67
0299	11.e.(4) Process inquiries	- b -								
C0152	Prepare advice on orders for rehearings		2.53	2	5	5	6	6	4	5.93
0300	11.e.(5) Supplementary orders	b - -								
A0019	Hand-carry priority communications or documents to internal action offices		1.39	1	23	26	24	30	50	1.21
C0204	Prepare or review supplementary court-martial orders		5.39	11	22	21	18	20	21	5.67
C0205	Process Article 15, UCMJ, appeal actions		6.11	12	30	30	32	26	22	5.30
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency		5.39	11	18	23	15	23	27	5.93
0301	11.f. Article 15 Actions									
0302	11.f.(1) Verify sufficiency of evidence	2b b 4d								
C0119	Compile Article 15, UCMJ, supportive evidence		6.58	12	35	35	38	30	22	4.93
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions		5.14	11	20	24	21	23	20	5.03
0303	11.f.(2) Provide advice on procedures	b c 4d								
C0137	Draft charges and specifications for actions, other than court-martial actions		6.64	12	39	34	44	29	22	5.85

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
D0261	Prepare or review Article 15 responses		3.78	7	23	25	18	26	8	5.27
0304	11.f.(3) Prepare specifications	2b b 4d								
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions		5.14	11	30	27	26	26	19	5.15
C0175	Prepare or review Article 15, UCMJ, punishments		6.89	12	35	39	35	35	30	5.11
C0251	Suspense or follow up on military justice actions		3.78	7	28	27	29	25	33	4.37
0305	11.f.(4) Prepare punishment recommendation	2b b 4d								
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions		5.14	11	30	27	26	26	19	5.15
C0175	Prepare or review Article 15, UCMJ, punishments		6.89	12	35	39	35	35	30	5.11
C0251	Suspense or follow up on military justice actions		3.78	7	28	27	29	25	33	4.37
0306	11.f.(5) Process appeal actions	b c 4d								
C0170	Prepare or review Article 15, UCMJ, appeal actions		6.58	12	30	37	29	35	30	5.22
C0171	Prepare or review Article 15, UCMJ, appellate actions		6.31	11	19	28	18	27	26	5.22
C0205	Process Article 15, UCMJ, appeal actions		6.11	12	30	30	32	26	22	5.30
C0251	Suspense or follow up on military justice actions		3.78	7	28	27	29	25	33	4.37
D0261	Prepare or review Article 15 responses		3.78	7	23	25	18	26	8	5.27
0307	11.f.(6) Provide advice on supplementary actions									
C0251	Suspense or follow up on military justice actions		3.78	7	28	27	29	25	33	4.37
0308	11.f.(6)(a) Remission	b c 4d								
C0176	Prepare or review Article 15, UCMJ, remission actions		6.89	12	32	34	32	31	27	5.11
C0251	Suspense or follow up on military justice actions		3.78	7	28	27	29	25	33	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions		3.31	1	13	18	15	19	7	3.67

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0309	11.f.(6)(b) Mitigation								
C0120	Complete Article 15, UCMJ, processing checklist procedures	6.75	12	37	36	41	32	25	4.84
C0174	Prepare or review Article 15, UCMJ, mitigation actions	6.86	11	24	29	24	28	27	5.03
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	29	25	33	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	15	19	7	3.67
0310	11.f.(6)(c) Set Aside								
C0177	Prepare or review Article 15, UCMJ, set aside actions	6.86	12	33	33	35	30	27	5.10
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	29	25	33	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	15	19	7	3.67
0311	11.f.(6)(d) Suspensions								
C0178	Prepare or review Article 15, UCMJ, suspension actions	6.86	12	34	37	35	33	28	5.06
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	29	25	33	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	15	19	7	3.67
0312	11.f.(6)(e) Vacations								
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	12	39	34	44	29	22	5.85
C0179	Prepare or review Article 15, UCMJ, vacation actions	6.86	12	34	38	38	34	28	5.04
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	29	25	33	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	15	19	7	3.67
0313	11.f.(7) Officer/Senior NCO Selection Record								
C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	12	28	30	26	31	27	4.86
C0173	Prepare or review Article 15, UCMJ, decision letters	5.28	11	23	25	18	24	28	5.00
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	29	25	33	4.37

D	T Tsk	Task Title	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr			EMP		MOS	MOS	LVL	LVL	LVL	DIF
0314	11.f.(8)	Process completed actions								
		b c 4d								
A0019		Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	24	30	50	1.21
C0218		Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	5.75	12	30	31	26	27	24	5.01
C0236		Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	5.75	12	30	33	24	29	31	5.62
C0252		Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	5.39	10	35	31	29	28	19	3.57
0315	11.g.	Military Justice Update								
		- - -								
C0158		Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	2.81	2	9	13	3	12	14	5.28
0316	11.h.	Automated Military Justice Analysis and Management System III (ADJAMS III/ DIBRS								
0317	11.h.(1)	Prepare inputs								
		2b b -								
A0044		Retrieve data using computers	5.19	18	72	73	76	77	89	4.03
C0112		Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	4.92	15	44	43	41	35	49	5.52
C0113		Analyze statistics of Driving Under the Influence (DUI) violations	2.83	2	19	18	26	18	15	5.21
C0141		Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	5.78	12	41	39	44	31	29	4.77
C0143		Monitor status of excess leave personnel	3.83	7	18	21	15	20	17	4.77
C0144		Monitor status of DUI violations	2.58	2	15	14	21	14	12	4.46
C0147		Monitor and report on special interest cases	4.08	7	28	28	32	25	28	5.02
C0158		Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	2.81	2	9	13	3	12	14	5.28
C0172		Prepare or review Article 15, UCMJ, base activity reports	4.17	7	24	29	26	25	29	4.59
C0183		Prepare or review court-martial base activities reports	2.47	2	14	17	15	17	26	4.97
C0201		Prepare or review serious incident reports (SIRs)	3.64	7	19	20	18	18	25	5.29

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
C0207	Process computer-generated AMJAMS reports for distribution	4.31	15	30	30	29	25	22	4.45
C0233	Review AMJAMS strength reports	3.44	15	29	30	26	27	34	4.10
0318	11.h.(2) Use management reports								
0319	11.i. Legal Research								
0320	11.i.(1) Legal publications								
0321	11.i.(1)(a) Official								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
0322	11.i.(1)(b) Unofficial								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
0323	11.i.(2) Perform legal research								
0324	11.i.(2)(a) Manual method								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
C0149	Perform military justice legal research	6.36	12	35	33	41	31	27	6.73
F0335	Perform claims legal research	6.33	12	37	30	29	27	23	5.87

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF

0325	11.i.(2)(b)	Computerized	2b b 4c								
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system			5.42	12	49	43	44	52	61	4.03
A0044	Retrieve data using computers			5.19	18	72	73	76	77	89	4.03
A0048	Search directives, files, or legal references for information, such as opinions or decisions			5.64	12	41	47	41	55	66	5.59
C0149	Perform military justice legal research			6.36	12	35	33	41	31	27	6.73
F0335	Perform claims legal research			6.33	12	37	30	29	27	23	5.87

0326	11.i.(3)	Prepare case briefs	- b 4c								
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system			5.42	12	49	43	44	52	61	4.03
A0048	Search directives, files, or legal references for information, such as opinions or decisions			5.64	12	41	47	41	55	66	5.59
C0154	Prepare case briefs			3.92	7	5	6	9	7	4	6.64

0327	12.	CLAIMS ADMINISTRATION									

0328	12.a.	Organization	A B -								

0329	12.b.	Responsibilities of claims personnel	A B -								

0330	12.c.	Policies	A B -								

0331	12.d.	Terminology	A B -								

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF

	0332	12.e.	Identify administration procedures								

	0333	12.e.(1)	Advance payments	a	b	-					
F0387			Process requests for advance payments	5.14	11	14	10	9	8	6	5.29

	0334	12.e.(2)	Partial payments	a	b	-					
F0389			Process requests for partial payment	5.50	11	14	10	9	8	7	5.31

	0335	12.e.(3)	Emergency payments	a	b	-					
F0388			Process requests for emergency payments	5.50	11	10	7	6	7	6	5.41

	0336	12.e.(4)	Managing claims monies	-	b	c					
F0364			Prepare or review requests for claims funds	3.14	2	22	18	21	15	24	4.95
F0392			Reconcile claims funds logs	3.67	7	22	19	21	16	18	5.11
F0401			Suspense payment vouchers	4.11	3	24	23	26	20	15	3.82
L0524			Draft or review budget requirements	2.28	2	6	7	6	7	38	6.14

	0337	12.f.	Conduct investigations								

	0338	12.f.(1)	Interview witnesses	a	b	3c					
A0001			Administer client questionnaires	1.39	4	30	37	41	44	35	.73
A0010			Conduct witness interviews	3.72	15	39	42	35	45	30	5.51
F0322			Conduct claims investigations	6.03	12	42	35	44	29	23	5.69

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0339	12.f.(2) Obtain statements	a b c								
A0001	Administer client questionnaires		1.39	4	30	37	41	44	35	.73
F0391	Procure statements in support of claims		4.58	7	23	18	29	17	15	4.61
0340	12.f.(3) Obtain reports from other agencies	a b c								
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports		3.67	7	23	25	26	25	16	4.56
F0323	Coordinate claims with other investigative agencies		4.00	7	30	25	26	21	21	4.84
F0328	Follow up on other investigative agencies' investigations		3.81	7	25	20	24	14	18	4.45
F0391	Procure statements in support of claims		4.58	7	23	18	29	17	15	4.61
0341	12.f.(4) Prepare seven point memorandum	a b 3c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0357	Prepare seven-point memorandums		5.86	11	27	25	29	20	17	6.67
0342	12.g. Inspections									
F0321	Conduct claims inspections		6.83	12	46	39	47	33	22	5.32
0343	12.g.(1) Conduct	3c - -								
0344	12.g.(2) Prepare report	3c - -								
F0347	Prepare claims inspection memorandums		6.03	12	42	36	44	31	21	4.81
L0551	Write inspection reports		2.19	2	20	12	15	7	21	5.44

D	T Tsk	Task Title	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr			EMP		MOS	MOS	LVL	LVL	LVL	DIF
0345	12.g.(3)	Prepare request for assistance from other agencies								
		a b -								
F0323		Coordinate claims with other investigative agencies	4.00	7	30	25	26	21	21	4.84
F0355		Prepare requests for assistance from other agencies for claims administration inspections	3.36	7	16	14	12	12	11	4.63
0346	12.h.	Prepare letters of appointment								
0347	12.h.(1)	Claims officer								
		a b -								
A0033		Prepare letters of appointment	2.25	4	32	34	35	40	62	2.23
0348	12.h.(2)	Assistant claims officer								
		a b -								
A0033		Prepare letters of appointment	2.25	4	32	34	35	40	62	2.23
0349	12.i.	Maintain disaster response kit								
		a b 3c								
F0332		Maintain disaster response kits	4.14	7	24	23	32	20	18	4.33
H0442		Maintain disaster preparedness checklists	2.92	2	13	9	12	7	13	5.15
0350	12.j.	Disaster responses								
		- b C								
B0050		Assist in aircraft or missile mishap investigations	2.92	2	6	7	9	7	8	6.21
F0336		Perform Disaster Control Group (DCG) duties	3.78	7	16	18	18	13	20	5.51
F0342		Perform Initial Response Team (IRT) duties	2.83	2	6	5	3	5	9	5.21
F0353		Prepare reports on potential claims of major accidents or incidents	3.58	7	13	11	15	10	6	5.94
0351	12.k.	Major accident responses								
		- b C								
B0050		Assist in aircraft or missile mishap investigations	2.92	2	6	7	9	7	8	6.21
F0336		Perform Disaster Control Group (DCG) duties	3.78	7	16	18	18	13	20	5.51

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
F0347	Prepare claims inspection memorandums	6.03	12	42	36	44	31	21	4.81
F0355	Prepare requests for assistance from other agencies for claims administration inspections	3.36	7	16	14	12	12	11	4.63

0352	12.1. Claims office management								
F0311	Analyze claims management data listings or reports	3.92	7	33	27	24	23	34	5.56
F0327	Edit claims management products	3.36	7	24	19	24	14	22	4.86
F0331	Maintain claims funds logs	4.61	7	30	26	29	22	19	4.78
F0362	Prepare or review claims activity reports	3.83	7	27	23	26	20	27	4.77

0353	13. INITIAL CLAIMS PROCESSING PROCEDURES								

0354	13.a. Conduct interview								

0355	13.a.(1) Determine eligibility of claimant								
A0001	Administer client questionnaires	1.39	4	30	37	41	44	35	.73
A0008	Conduct client interviews, other than for preparation of simple wills	3.72	15	42	37	35	43	37	4.60
F0403	Verify identity of claimants	5.36	10	41	37	41	30	25	3.35

0356	13.a.(2) Determine appropriate jurisdiction								
F0325	Determine claims jurisdiction	6.31	12	47	39	47	31	25	4.51

0357	13.a.(3) Determine appropriate chapter								
F0324	Determine chapter for claims	6.33	12	44	37	41	30	27	5.17

D	T Tsk	Task Title	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr			EMP		MOS	MOS	LVL	LVL	LVL	DIF
0358	13.a.(4)	Provide proper forms and instructions								
F0319		Brief claimants on claims filing procedures	6.28	12	46	38	44	33	27	4.35
F0345		Prepare claimant instruction packets	3.36	15	42	35	38	28	19	4.29
0359	13.b.	Accept claim								
F0340		Perform follow-up actions on incomplete mail-in claims	5.22	12	39	34	41	26	18	4.40
0360	13.c.	Assemble claims file								
0361	13.c.(1)	Obtain required documents from claimant								
F0350		Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	5.92	12	44	39	44	32	25	4.03
F0391		Procure statements in support of claims	4.58	7	23	18	29	17	15	4.61
0362	13.c.(2)	Place documents in proper order in folder								
F0314		Assemble claims files	6.61	12	47	39	47	32	23	4.12
0363	13.c.(3)	Annotate receipt of claim								
0364	13.c.(4)	Open claim								
F0330		Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	12	43	37	44	30	25	4.87

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0365	13.c.(5) Place claims number on claims forms	2b	b	-					
0366	13.c.(6) Prepare file label	2b	b	-					
F0348	Prepare claims labels	4.58	5	44	39	44	31	22	2.73
0367	13.c.(7) Mark appropriate exhibits	2b	b	-					
E0301	Mark exhibits	3.69	7	20	25	21	29	11	4.82
0368	14. PROCESS INCIDENT TO SERVICE CLAIMS								
0369	14.a. Personnel claims								
B0080	Prepare or review legal reviews of fundraising activities	3.00	2	5	7	6	9	18	5.53
0370	14.a.(1) Transportation related claims	b	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0341	Perform follow-up actions on personnel claims	5.31	12	44	37	41	30	23	4.55
F0380	Process personnel claims, other than for clothing	6.28	12	42	34	41	28	18	5.14
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	12	44	36	44	30	20	5.15
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	6.17	11	28	24	29	23	19	4.73
0371	14.a.(2) General personnel claims	b	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0341	Perform follow-up actions on personnel claims	5.31	12	44	37	41	30	23	4.55
F0380	Process personnel claims, other than for clothing	6.28	12	42	34	41	28	18	5.14

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
F0381	Process personnel clothing claims	5.94	12	39	33	35	26	15	5.16
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	12	44	36	44	30	20	5.15

0372	14.a.(3) Mechanics of adjudication								
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70

0373	14.a.(4) Settlement								
F0313	Approve claims	4.19	7	23	21	15	19	36	5.63
F0324	Determine chapter for claims	6.33	12	44	37	41	30	27	5.17

0374	14.a.(5) Reconsiderations								
F0313	Approve claims	4.19	7	23	21	15	19	36	5.63
F0384	Process reconsiderations from claimants	5.97	12	43	36	38	31	24	5.21

0375	14.a.(6) Salvage property								
F0343	Pick up or turn-in items for salvage	3.58	7	13	11	15	11	8	4.09
F0356	Prepare salvage documents	4.11	7	9	9	12	10	7	4.15
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	4.08	3	29	25	26	23	16	3.85

0376	14.a.(7) Natural disasters								
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0313	Approve claims	4.19	7	23	21	15	19	36	5.63
F0380	Process personnel claims, other than for clothing	6.28	12	42	34	41	28	18	5.14
F0389	Process requests for partial payment	5.50	11	14	10	9	8	7	5.31

0377	14.b. Process carrier recovery claims								

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0378	14.b.(1) Increased valuation	2b	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49
0379	14.b.(2) Overseas shipment	2b	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49
0380	14.b.(3) DPM Contractors	2b	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49
F0397	Review direct procurement method (DPM) contracts	4.56	7	29	22	26	16	12	5.46
0381	14.b.(4) Nontemporary storage (NTS)	2b	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0382	14.b.(5) Freight forwarders	-	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49
0383	14.b.(6) Full replacement value	-	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49
0384	14.b.(7) International air cargo shipments	-	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49
0385	14.b.(8) Handcarried baggage	-	c	-					
F0310	Adjudicate claims	7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	35	28	25	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	35	28	22	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	38	30	24	5.49

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0386	14.b.(9) Carrier's rights	a c -								
F0310	Adjudicate claims		7.56	12	47	39	47	33	24	5.70
F0316	Assert carrier recovery claims		7.17	12	43	38	41	32	24	5.06
F0337	Perform follow-up actions on carrier recovery claims		6.06	12	37	33	35	28	25	4.98
F0363	Prepare or review demand on carrier or contractor		5.25	12	35	31	35	28	25	4.77
F0383	Process rebuttals from carriers		5.94	12	39	35	38	30	24	5.49
0387	14.c. Process insurance company recoveries	c - -								
F0370	Process carrier recovery insurance claims		5.92	11	30	27	29	20	18	5.76
F0398	Review payments from claimants' insurers		5.33	11	34	29	35	24	17	5.41
0388	14.d. Fraudulent claims	A b c								
0389	15. PROCESS ANTI-GOVERNMENT CLAIMS									
0390	15.a. Federal Tort Claims Act									
F0373	Process claims under foreign claims act		3.64	7	5	5	3	7	7	6.15
0391	15.a.(1) Tort law	a b c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
0392	15.a.(2) Statutory requirements	a b c								
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0393	15.a.(3) Settlement	a b c								
F0313	Approve claims		4.19	7	23	21	15	19	36	5.63
F0334	Negotiate claims settlements		4.33	7	30	26	41	19	20	5.81
F0365	Prepare or review settlement agreements		4.31	7	32	26	35	22	20	5.14
F0374	Process federal tort claims		5.33	11	30	26	29	20	12	6.02
F0388	Process requests for emergency payments		5.50	11	10	7	6	7	6	5.41
0394	15.a.(4) Litigation support	a b c								
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department		3.17	2	11	9	6	7	7	5.23
0395	15.b. Military Claims Act									
0396	15.b.(1) Tort vs non-combat activity	a b c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
0397	15.b.(2) Statutory requirements	a b c								
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
0398	15.b.(3) Settlements	a b c								
F0313	Approve claims		4.19	7	23	21	15	19	36	5.63
F0334	Negotiate claims settlements		4.33	7	30	26	41	19	20	5.81
F0365	Prepare or review settlement agreements		4.31	7	32	26	35	22	20	5.14
F0387	Process requests for advance payments		5.14	11	14	10	9	8	6	5.29

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T Tsk			TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0399	15.b.(4) Appeals	a b c								
0400	15.c. Foreign Claims Act									
0401	15.c.(1) Prepare file for forwarding to foreign claims commission	- b -								
0402	15.c.(2) Foreign claims commission									
0403	15.c.(2)(a) Adjudicate	- b -								
F0310	Adjudicate claims		7.56	12	47	39	47	33	24	5.70
F0373	Process claims under foreign claims act		3.64	7	5	5	3	7	7	6.15
0404	15.c.(2)(b) Prepare memorandum of opinion	- b -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
0405	15.c.(2)(c) Prepare settlement agreements	- b -								
F0313	Approve claims		4.19	7	23	21	15	19	36	5.63
F0334	Negotiate claims settlements		4.33	7	30	26	41	19	20	5.81
F0365	Prepare or review settlement agreements		4.31	7	32	26	35	22	20	5.14

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0406	15.d. Medical malpractice claims overview	- b c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department		3.17	2	11	9	6	7	7	5.23
F0378	Process medical malpractice claims		3.50	7	8	7	9	5	7	6.96
0407	15.e. International agreement claims	- b -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0377	Process international agreement claims		2.78	2	3	3	3	3	4	6.56
0408	15.f. Use of government property claims	- b -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0317	Assert government (G) claims		6.67	11	30	24	26	18	14	5.57
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0338	Perform follow-up actions on G claims		4.89	7	24	21	26	16	12	4.91
F0375	Process G claims		4.89	7	25	21	29	18	11	5.73
F0390	Process use of government property claims		3.47	7	9	6	9	6	5	5.31
F0399	Review security forces blotters for potential claims		4.58	5	34	31	35	25	27	3.99
0409	15.g. National Guard Claims Act	- b -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0367	Process Air National Guard claims		2.33	2	10	7	9	5	5	6.11
0410	15.h. Nonappropriated fund claims	- b -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
F0379	Process nonappropriated funds claims	4.67	7	22	19	24	15	14	5.81
0411	16. PROCESS PRO-GOVERNMENT CLAIMS								
0412	16.a. Federal Medical Care Recovery Act								
0413	16.a.(1) Program management								
0414	16.a.(1)(a) Process AF Form 1488								
F0376	Process hospital recovery claims	4.64	7	9	9	9	7	7	6.30
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	4.33	7	10	10	12	7	8	4.50
0415	16.a.(1)(b) Process AF Form 438								
0416	16.a.(1)(c) Process questionnaire								
A0001	Administer client questionnaires	1.39	4	30	37	41	44	35	.73
F0329	Follow up on personal injury questionnaires	3.94	7	8	10	12	7	9	4.28
F0354	Prepare requests for completion of personal injury questionnaires	3.53	7	9	9	9	7	8	4.59
F0376	Process hospital recovery claims	4.64	7	9	9	9	7	7	6.30
0417	16.a.(1)(d) Assert								
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	41	55	66	5.59
F0318	Assert hospital recovery claims	5.28	11	9	9	9	7	8	5.96
F0335	Perform claims legal research	6.33	12	37	30	29	27	23	5.87
F0376	Process hospital recovery claims	4.64	7	9	9	9	7	7	6.30

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0418	16.a.(1)(e) Monitor								
F0339	Perform follow-up actions on hospital recovery claims	4.17	7	9	10	9	8	9	5.04
F0376	Process hospital recovery claims	4.64	7	9	9	9	7	7	6.30
F0399	Review security forces blotters for potential claims	4.58	5	34	31	35	25	27	3.99
0419	16.a.(2) Potential sources of recovery								
F0315	Assemble investigative files on potential claims	5.22	12	42	35	38	29	21	4.46
F0333	Maintain potential claims files	4.69	15	41	35	44	26	20	4.22
F0376	Process hospital recovery claims	4.64	7	9	9	9	7	7	6.30
0420	16.a.(3) Coordination of Benefits								
F0376	Process hospital recovery claims	4.64	7	9	9	9	7	7	6.30
F0398	Review payments from claimants' insurers	5.33	11	34	29	35	24	17	5.41
0421	16.a.(4) Settlements								
F0334	Negotiate claims settlements	4.33	7	30	26	41	19	20	5.81
F0385	Process request for compromise of medical expenses	3.00	2	3	4	3	4	4	6.03
F0386	Process request for waivers of medical expenses	2.81	2	3	3	3	3	4	5.86
0422	16.a.(5) U.S. Attorney's role								
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	3.17	2	11	9	6	7	7	5.23
0423	16.b. Torts in favor of the Government								
0424	16.b.(1) Review source documents								
F0399	Review security forces blotters for potential claims	4.58	5	34	31	35	25	27	3.99

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0425	16.b.(2) Prepare demand letter	a b c								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0317	Assert government (G) claims		6.67	11	30	24	26	18	14	5.57
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0338	Perform follow-up actions on G claims		4.89	7	24	21	26	16	12	4.91
F0375	Process G claims		4.89	7	25	21	29	18	11	5.73
0426	16.b.(3) Process settlement	a b c								
0427	17. PROCESS ARTICLE 139, UCMJ, CLAIMS	- B -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0368	Process Article 139, UCMJ, claims		3.58	7	8	5	6	4	4	6.00
0428	18. ADMIRALTY CLAIMS	- B -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0366	Process admiralty claims		1.72	2	5	2	3	2	2	6.37
0429	19. CIVIL AIR PATROL (CAP) CLAIMS	- B -								
A0048	Search directives, files, or legal references for information, such as opinions or decisions		5.64	12	41	47	41	55	66	5.59
F0335	Perform claims legal research		6.33	12	37	30	29	27	23	5.87
F0371	Process Civil Air Patrol claims		1.94	2	5	3	6	2	2	6.01
0430	20. OTHER CLAIMS	- b -								

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
0431	21. FINAL CLAIMS PROCESSING PROCEDURES								
0432	21.a. Prepare settlement letter	2b	b	-					
F0395	Review completed claims files prior to payment	5.31	11	30	26	32	24	25	5.01
0433	21.b. Prepare settlement voucher								
0434	21.b.(1) SF Form 1034	2b	b	-					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	24	30	50	1.21
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	12	35	30	38	21	21	4.50
F0360	Prepare vouchers for payment of claims	5.47	12	43	37	44	29	24	4.43
F0372	Process claims payment vouchers	5.36	12	38	33	41	26	22	4.45
0435	21.b.(2) SF Form 1145	A	b	-					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	24	30	50	1.21
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	11	28	23	21	18	14	4.74
F0360	Prepare vouchers for payment of claims	5.47	12	43	37	44	29	24	4.43
F0372	Process claims payment vouchers	5.36	12	38	33	41	26	22	4.45
0436	21.b.(3) DD Form 1131	2b	b	-					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	24	30	50	1.21
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	12	38	35	38	27	22	4.00

D	T Tsk	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
0437	21.b.(4)	FMS Form 195, 196, and 197-A	A	b	-					
F0352		Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	3.58	7	18	13	9	11	9	5.27
F0360		Prepare vouchers for payment of claims	5.47	12	43	37	44	29	24	4.43
F0372		Process claims payment vouchers	5.36	12	38	33	41	26	22	4.45
0438	21.c.	Approve claims	A	B	-					
A0033		Prepare letters of appointment	2.25	4	32	34	35	40	62	2.23
0439	21.d.	Prepare settlement agreements/ releases	a	b	-					
F0365		Prepare or review settlement agreements	4.31	7	32	26	35	22	20	5.14
0440	21.e.	Prepare files for setoff	a	b	-					
F0344		Prepare carrier recovery claims for setoffs	6.03	12	35	33	35	28	21	4.90
0441	21.f.	Prepare notice of unearned transportation charges	a	b	-					
0442	21.g.	Close claim	2b	b	-					
0443	22.	ARMED FORCES CLAIMS								

'AFOMS (AETC) Randolph AFB TX'

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0444	22.a. Inputs	2b b -								
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03
F0310	Adjudicate claims		7.56	12	47	39	47	33	24	5.70
F0313	Approve claims		4.19	7	23	21	15	19	36	5.63
F0316	Assert carrier recovery claims		7.17	12	43	38	41	32	24	5.06
F0317	Assert government (G) claims		6.67	11	30	24	26	18	14	5.57
F0318	Assert hospital recovery claims		5.28	11	9	9	9	7	8	5.96
F0320	Close out claims		6.28	12	46	38	44	31	25	4.12
F0329	Follow up on personal injury questionnaires		3.94	7	8	10	12	7	9	4.28
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)		7.17	12	43	37	44	30	25	4.87
F0341	Perform follow-up actions on personnel claims		5.31	12	44	37	41	30	23	4.55
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)		5.08	12	38	35	38	27	22	4.00
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)		5.03	11	28	23	21	18	14	4.74
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)		5.44	12	35	30	38	21	21	4.50
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries		4.08	3	29	25	26	23	16	3.85
0445	22.b. Transfer claims	2b b -								
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03
F0346	Prepare claims for transmittal		4.50	15	37	32	38	26	21	4.17
F0402	Transfer claims using AFCIMS		5.50	12	42	37	41	30	24	4.05
0446	22.c. Funds log	- b 3c								
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03
F0312	Annotate claims funds logs		4.44	7	30	27	32	24	20	4.71
F0331	Maintain claims funds logs		4.61	7	30	26	29	22	19	4.78
F0392	Reconcile claims funds logs		3.67	7	22	19	21	16	18	5.11
0447	22.d. Reports	- b 3c								
A0006	Compile statistical data		1.64	16	53	54	47	60	78	4.58
A0044	Retrieve data using computers		5.19	18	72	73	76	77	89	4.03
D0262	Prepare or review case summary reports		2.64	2	10	10	9	12	5	5.20
F0311	Analyze claims management data listings or reports		3.92	7	33	27	24	23	34	5.56

D	T Tsk	Y Nbr	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF

	0448	22.e.	Systems Management								

	0449	22.e.(1)	Back-up	A	-	3c					
A0044			Retrieve data using computers	5.19	18	72	73	76	77	89	4.03

	0450	22.e.(2)	Archive	A	-	3c					
A0044			Retrieve data using computers	5.19	18	72	73	76	77	89	4.03

	0451	23.	MAJOR COMMAND (MAJCOM) PARALEGAL FUNCTIONS								

	0452	23.a.	Manage retraining program	-	-	-					
K0502			Process completed retraining package	1.33	2	6	4	6	0	23	5.51
L0539			Interview potential paralegal retrainees	1.83	2	9	9	6	5	40	5.59
L0545			Prepare recommendation or non-recommendation retraining package	2.14	2	8	6	6	1	31	5.55

	0453	23.b.	Act as focal point for training issues	-	-	-					

	0454	23.c.	Manage formal training	-	-	-					

D	T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title		EMP		MOS	MOS	LVL	LVL	LVL	DIF
0455	23.d. Conduct staff assistance visits and quality assessments	- - -								
L0510	Conduct staff assistance visits, inspections, or audits		1.61	2	10	10	6	8	20	5.30
0456	23.e. Manage manpower positions	- - -								
H0459	Request or distribute mobility requirements documents		1.75	2	6	4	0	4	8	5.43
H0460	Review UTC requirements		1.78	2	9	6	0	5	23	5.60
0457	23.f. Manage personnel issues	- - -								
A0045	Review suspense dates		2.19	4	51	47	56	52	73	2.34
A0046	Schedule conferences		.69	1	15	17	18	20	40	2.53
A0047	Schedule office appointments		2.53	6	56	51	47	59	60	2.11
0458	23.g. Manage computer assets	- - -								
A0021	Inventory equipment or supplies		1.08	1	16	29	29	37	48	2.80
A0026	Maintain office computer systems		2.28	2	22	25	35	32	41	6.12
0459	23.h. Compile reports for Air Staff	- - -								
0460	23.i. Oversee AMJAMS II	- - -								
0461	23.j. Manage claims funds	- - -								

'AFOMS (AETC) Randolph AFB TX'

D	T Tsk	Task Title	TNG EMP	ATI	1-24 MOS	1-48 MOS	3- LVL	5- LVL	7- LVL	TSK DIF
0462	23.k.	Coordinate Air National Guard and Reserve paralegal issues	-	-	-					
0463	23.m.	Conduct conferences	-	-	-					
A0030		Prepare briefings, other than professional military education (PME) briefings	1.75	16	58	55	44	61	72	4.90
A0046		Schedule conferences	.69	1	15	17	18	20	40	2.53
0464	23.n.	Source Deployment	-	-	-					
H0432		Conduct mobility or deployment site surveys	2.08	2	4	3	0	3	7	5.84
H0433		Coordinate deployment of personnel with other MAJCOMs or joint service commands	2.14	2	5	2	3	2	12	5.99
H0436		Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	2	6	3	0	2	15	5.86
H0437		Coordinate specific source of personnel requirements with appropriate agencies	1.86	2	6	4	0	3	15	5.92
H0438		Determine specific source of personnel requirements for deployment manning documents	1.89	2	5	3	0	3	14	6.00
0465		Tasks not referenced								
A0002		Answer customer service telephone calls	3.53	8	76	80	79	83	82	2.84
A0005		Brief or assist clients with Internal Revenue Service (IRS) audits	1.03	2	1	2	0	2	8	7.22
A0014		Dispose of obsolete or excess publications, other than law library	2.36	1	8	14	6	24	21	2.98
A0015		Dispose of unclassified files	2.33	4	33	33	21	41	46	2.38
A0017		Establish reading files	1.14	1	10	11	6	16	33	1.58
A0049		Sort and distribute incoming mail	2.06	4	42	47	44	55	63	1.79
B0057		Conduct surveys concerning environmental law issues	.89	2	1	2	0	1	1	6.01
B0061		Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2.33	2	4	2	0	2	5	4.97
B0068		Prepare support documents for special security files	1.19	2	4	3	3	2	3	5.20
B0072		Prepare or process documentation for decredentalizing boards	.89	2	0	1	0	2	1	6.43
B0073		Prepare or review barment documents	2.89	2	9	9	6	14	13	4.68
B0075		Prepare or review general investigative reports	2.33	2	16	19	21	22	18	5.03

D	T Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
B0081	Prepare or review legal reviews of private organizations	3.08	2	5	7	6	8	17	5.74
B0083	Prepare or review letters requesting financial disclosure statements	1.50	2	5	4	9	4	11	5.49
B0091	Prepare or review revocation documents	1.58	2	3	5	0	6	8	4.18
B0100	Process revocation actions	1.92	2	4	4	3	5	5	5.19
B0101	Process special security files	1.06	2	4	2	0	2	1	5.45
B0103	Provide administrative support for flying evaluation boards (FEBs)	1.14	2	1	2	3	4	2	5.46
B0106	Review special security files	.94	2	5	3	3	2	3	4.82
B0107	Schedule military law seminars	.97	1	0	3	0	4	11	3.88
C0121	Complete court-martial processing checklist procedures	6.50	12	42	37	47	33	24	5.21
C0122	Conduct Article 137, UCMJ, briefings	3.94	7	14	20	21	20	22	4.61
C0123	Conduct First Term Airman Course (FTAC) briefings	3.42	7	27	29	29	30	24	4.27
C0125	Coordinate disposals of physical evidence with base agencies	2.28	2	11	14	18	14	13	4.30
C0132	Develop Article 15, UCMJ, processing checklists	3.61	7	20	26	26	23	20	4.98
C0133	Develop court-martial processing checklists	3.58	7	19	22	21	22	19	5.22
C0134	Dispose of physical evidence	2.50	2	6	11	9	14	11	4.27
C0139	Edit AMJAMS products	6.11	12	34	37	38	34	31	5.56
C0140	Input AMJAMS data	7.22	12	48	45	50	39	34	5.29
C0145	Monitor urinalysis programs	1.94	2	5	6	6	7	6	5.14
C0151	Prepare administrative hold or release letters	5.69	10	38	37	44	31	21	3.37
C0169	Prepare or review applications for relief under Article 69, UCMJ	3.56	7	9	9	9	11	8	5.45
C0181	Prepare or review convening authority actions on individual military defense counsel requests	3.47	7	14	18	12	17	12	5.33
C0190	Prepare or review delay requests	3.86	7	25	26	24	31	20	4.64
C0193	Prepare or review flimsies	6.17	12	30	30	35	29	20	4.37
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	2.19	2	4	7	6	8	9	5.77
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	3.86	7	6	10	12	11	14	5.92
C0214	Process requests for individual military defense counsel	3.61	7	8	15	9	20	10	5.16
C0224	Report data on DUI violations	2.83	2	16	13	18	13	11	4.17
C0228	Request records of prior disciplinary actions	4.92	5	35	35	32	36	23	3.91
C0229	Request reports on individual personnel (RIPs)	4.36	5	37	35	32	34	27	3.45
C0231	Research charges and specifications for court-martial actions	5.31	11	28	27	24	26	21	5.99
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	5.36	12	34	35	32	30	28	5.41
C0239	Review Daily Register of Transactions on military justice actions	3.06	2	9	10	6	11	11	4.46
C0243	Review RIPs for courts-martial	4.75	15	37	33	38	31	25	4.20
C0245	Review trial briefs	2.81	2	6	6	9	7	5	5.85
D0255	Conduct initial reviews of adverse actions	3.92	7	15	15	6	20	9	5.00
D0256	Coordinate case loads with base law office personnel	2.14	2	10	12	6	15	12	4.61

D0258	Establish eligibility of clients for defense services	3.03	2	10	11	3	17	6	4.02
D0264	Prepare or review client assistance records	2.89	2	6	9	6	12	6	4.51

D	Tsk	TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
D0265	Prepare or review client responses for discharge actions	3.06	2	11	13	9	18	4	5.16
D0266	Prepare or review client statements	3.50	7	11	14	6	18	6	5.11
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	3.25	1	6	9	9	13	5	3.98
D0272	Prepare or review office activity reports	2.72	2	5	9	3	14	10	4.64
D0281	Prepare or review requests for delay actions	3.33	7	11	14	6	19	7	4.98
D0283	Prepare or review requests for individual military defense counsel	3.00	2	6	7	3	10	5	4.87
D0290	Schedule client appointments	2.53	1	22	21	24	24	13	3.39
E0295	Assemble documentation FEB actions	2.50	2	0	1	0	2	1	5.17
E0299	Maintain court files or tapes	2.28	2	11	12	18	9	7	4.44
E0300	Maintain court reporter logs	1.89	2	3	2	3	2	2	4.57
E0302	Prepare or review court reporter chronologies	2.67	2	5	6	6	7	7	4.83
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AAIBs)	2.11	2	1	2	0	3	2	5.87
E0305	Record proceedings	2.69	2	5	3	3	2	4	6.00
E0307	Transcribe proceedings	2.97	2	0	1	0	3	4	6.46
F0326	Develop claims checklists	3.33	7	34	25	26	22	18	5.02
F0361	Prepare and process unearned transportation charges	5.03	11	30	27	32	23	19	4.76
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	4.36	7	10	10	12	8	8	4.41
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	1.75	****	0	0	0	1	1	5.95
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	3.64	7	18	13	12	14	28	5.39
H0431	Conduct LOAC briefings	4.06	7	15	16	18	17	27	5.48
H0439	Draft general orders	1.78	2	0	1	0	1	4	5.98
H0440	Draft or write mobility or deployment after-action reports	1.97	2	1	2	0	1	5	5.88
H0446	Participate in wing operations or exercise planning meetings	1.67	2	8	9	0	7	19	5.48
H0447	Prepare budget contracts for foreign or tax law studies	1.81	****	0	0	0	0	3	6.66
H0448	Prepare deployment planning guides	2.31	2	5	5	0	2	7	6.22
H0450	Prepare Exercise Evaluation Team (EET) inputs	1.83	2	6	6	0	4	17	6.10
H0453	Prepare mobility equipment or supplies for transport	2.00	2	5	6	6	7	15	5.50
H0455	Prepare or review official duty certificates	1.14	****	0	0	0	0	1	5.53
H0456	Process classified materials or documents at deployed locations	2.11	2	0	1	0	2	4	5.93
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	2.08	2	4	7	6	5	12	5.57
H0461	Review and analyze target folders	1.69	2	0	1	0	2	4	6.56
I0463	Complete accident or incident reports	2.33	2	1	2	3	2	4	5.68
I0469	Initiate requests for temporary duty (TDY) orders	1.69	2	11	13	15	14	36	4.65
I0472	Maintain or update status indicators, such as boards	1.68	2	18	17	12	18	28	4.41

	graphs, or charts								
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	3.00	2	15	14	21	14	22	4.81

D									
T Tsk		TNG	ATI	1-24	1-48	3-	5-	7-	TSK
Y Nbr	Task Title	EMP		MOS	MOS	LVL	LVL	LVL	DIF
I0474	Write minutes of briefings, conferences, or meetings	1.36	2	6	6	0	7	17	4.54
J0476	Develop equipment checklists	1.56	2	4	8	6	10	12	4.41
J0480	Maintain documentation on items requiring periodic inspections or calibrations	1.61	2	4	6	6	6	8	4.58
K0483	Administer or score tests	.33	2	5	5	6	4	19	4.31
K0485	Complete student entry or withdrawal forms	.53	2	0	1	0	2	9	4.68
K0486	Conduct formal course classroom training	.75	2	1	2	0	3	9	5.80
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	.86	2	4	4	3	4	15	6.31
K0491	Develop training programs, plans, or procedures	1.94	2	6	8	6	11	38	6.03
K0492	Develop written tests	.94	2	1	2	0	4	12	6.34
K0493	Develop or procure training materials or aids	1.47	2	10	11	12	11	35	5.85
K0494	Establish or maintain study reference files	1.75	2	8	9	9	8	24	5.31
K0498	Inspect training materials or aids for operation or suitability	1.28	2	4	5	3	5	20	5.29
K0500	Personalize lesson plans	1.14	2	4	5	3	8	23	5.21
K0503	Write training reports	1.42	2	3	1	0	5	11	5.44
L0508	Conduct safety and security briefings	1.69	2	13	10	9	8	31	4.38
L0512	Conduct safety inspections of equipment or facilities	1.69	2	13	13	15	9	26	4.91
L0516	Determine or establish work assignments or priorities	2.39	2	14	17	15	17	63	5.19
L0517	Develop organizational or functional charts	1.19	2	6	6	3	2	21	4.98
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	1.56	2	3	1	0	0	12	6.07
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	1.75	2	5	5	0	3	21	6.10
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	1.19	2	8	7	9	8	24	5.27
L0547	Review written tests	.56	2	4	3	0	2	11	4.96
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	1.17	2	5	4	0	1	18	5.48
L0549	Safeguard written tests	.31	2	3	1	0	2	7	4.73
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	1.72	2	6	3	3	0	15	5.88
L0557	Write replies to inspection reports	1.86	2	10	6	6	4	24	5.41

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All S.D.	Tasks Within Max	Range Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557
3	F0078	TF0001/FGN	5J0X1 Automated Training Indicators	0	5.58	4.30	18.00	1.00	543
4	F0009	GP0009/PMP	All DAFSC 5J0X1 AD Amn with 1-24 Mos TICF	79	17.39	15.25	81.01	.00	557
5	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
6	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557

POI 5J0X1, M3ALR5J031, dated July 2001, is presented below with matched job inventory tasks and occupational survey data.

POI behavioral learning objectives are listed below the dotted line, followed by a listing of matched tasks which are taught in the basic resident training course. Pertinent survey data are displayed to the right of each task. Behavioral learning objectives should be reviewed using the percent performing data, as well as the task difficulty and training emphasis ratings, and Automated Training Indicator (ATI) value for each task (see Course Training Decision Logic Table in AETCI 36-2601, Attachment 1). Behavioral learning objectives which are not supported by the criteria listed in AETCI 36-2601 should be considered for deletion from the course.

Tasks which were not matched to a POI behavioral learning objective are listed in a "Tasks Not Referenced" section at the end of the printout. These unreferenced tasks should be carefully reviewed to identify tasks which may warrant inclusion in formal training programs. For assistance in interpretation of this printout, contact AFOMS/OMYO, at DSN 487-6811.

D						
T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF

0001	POI M3ALR5J031, PARALEGALS, dated 16 Jul 01					

0002	I. Civil Law					

0003	I.1g. Identify the areas of responsibilities for (2.0) for each level of authority, areas which may cause conflicts of interest and referral procedures within the Legal Assistance Program. STS: 8a & 8b(1-2) Meas: W					
A0041	Refer clients to other supportive agencies	3.83	8	58	59	3.75
B0109	Verify eligibility of clients for legal assistance	4.31	8	52	53	3.10

0004	I.1g.(1) Air Force Legal Assistance Program (B)					

D							
T Tsk			TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF

0005 I.1g.(2) Conflicts of Interest (B)

0006 I.1g.(3) Client Referral Service (B)

0007 I.1h. Identify the procedures used to maintain (3.0)
legal assistance records and accomplish
verification of eligibility and scope determination
for legal assistance. STS: 8b & e Meas: W

B0051	Assist in preparation of legal assistance cards	4.11	5	34	35	2.11
B0109	Verify eligibility of clients for legal assistance	4.31	8	52	53	3.10

0008 I.1h.(1) Determine Eligibility and Scope (None)

0009 I.1h.(2) Maintain Legal Assistance Records (A)

0010 I.1i. Identify personnel who are authorized to (1.0)
perform notarial acts. STS: 8d Meas: W

B0064	Maintain notary logs	3.56	8	66	69	2.61
B0065	Notarize documents	4.33	8	72	74	3.64
B0111	Witness signing of legal documents	3.81	8	81	70	2.21

0011 I.1i.(1) Perform notarial acts and maintain notary
log (2b)

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0012	I.1j. Using a narrative, AF Form 831, Study Guide, (1.0) and personal notes, prepare a special power of attorney for signature of the client and acknowledge the act using authority under 10 U.S.C. 1044a in 30 minutes with no more than five errors. STS: 8c(1) & 8d Meas: PC/W					
B0053	Brief clients on powers of attorney	5.33	13	65	59	3.34
B0064	Maintain notary logs	3.56	8	66	69	2.61
B0065	Notarize documents	4.33	8	72	74	3.64
B0086	Prepare or review powers of attorney	5.28	18	66	64	4.05
B0111	Witness signing of legal documents	3.81	8	81	70	2.21
0013	I.1j.(1) Powers of Attorney (2b)					
0014	I.1j.(2) Perform notarial acts and maintain notary log (2b)					
0015	I.1k. Define terms relating to the creation of a (2.0) Last Will and Testament and prepare a simple Last Will and Testament using a narrative, DL Wills, and personal notes with no more than five errors. STS: 8c(2) Meas: PC/W					
A0001	Administer client questionnaires	1.39	4	30	37	.73
B0059	Conduct will executions	3.36	5	43	47	3.73
B0062	Interview clients for preparation of simple wills	2.89	2	11	11	4.25
B0067	Prepare simple wills	3.78	7	8	10	5.40
B0110	Witness execution of wills	3.92	8	81	73	2.08
B0111	Witness signing of legal documents	3.81	8	81	70	2.21
0016	I.1k.(1) Wills (2b)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0017	I.11. Identify the different reasons for administrative separation and types of characterizations which can be given. STS: 10a Meas: W	(1.5)				
0018	I.11.(1) Administrative separation actions (None)					
0019	I.1m. Identify the procedures for processing enlisted discharges. STS: 10a(1 & 2) Meas: W	(1.5)				
0020	I.1m.(1) Process enlisted discharges (A)					
A0011	Coordinate adverse actions with base agencies	3.31	14	25	31	4.62
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
B0054	Compile administrative involuntary discharge files	3.69	7	20	18	5.34
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	7	14	17	5.66
C0209	Process discharges or resignations in lieu of courts-martial	4.81	7	16	18	5.94
D0265	Prepare or review client responses for discharge actions	3.06	2	11	13	5.16
0021	I.1m.(2) Prepare legal reviews (A)					
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	7	14	17	5.66
D0265	Prepare or review client responses for discharge actions	3.06	2	11	13	5.16

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0022	I.1n. Identify procedures for administrative discharge boards and duties of the assistance recorder. STS: 10a(3) & (5) Meas: W (1.0)					
0023	I.1n.(1) Perform duties of assistant government representative (A)					
B0102	Procure board members for administrative discharge boards	3.25	2	8	10	4.71
B0104	Provide support for administrative discharge boards	3.89	7	14	14	5.16
0024	I.1n.(2) Administrative discharge boards (A)					
A0002	Answer customer service telephone calls	3.53	8	76	80	2.84
A0011	Coordinate adverse actions with base agencies	3.31	14	25	31	4.62
A0029	Post changes to publications	3.06	1	8	15	2.65
C0148	Notify participants of courts-martial or boards	4.83	5	34	33	3.60
0025	I.1o. Identify the procedures for processing officer separations. STS: 10a(4) Meas: W (1.0)					
0026	I.1o.(1) Officer separation procedures (A)					
A0011	Coordinate adverse actions with base agencies	3.31	14	25	31	4.62
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
B0054	Compile administrative involuntary discharge files	3.69	7	20	18	5.34
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	7	14	17	5.66
C0209	Process discharges or resignations in lieu of courts-martial	4.81	7	16	18	5.94

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0027	I.1p. Identify the purposes and uses of an unfavorable information file (UIF) and control roster. STS: 10b(5 & 6) Meas: W (1.0)					
C0246	Review unfavorable information files (UIFs)	3.64	7	29	28	4.55
0028	I.1p.(1) Unfavorable Information File (A)					
0029	I.1p.(2) Control Roster (A)					
0030	I.1q. Identify basic facts and procedures for drafting legal reviews for enlisted demotions, line of duty determinations and reports of survey. STS: 10b(1-3) Meas: W (1.0)					
0031	I.1q.(1) Enlisted demotions (A)					
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	7	14	17	5.66
0032	I.1q.(2) Line of duty determination (A)					
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	3.58	7	11	10	5.61
0033	I.1q.(3) Report of survey (A)					
B0078	Prepare or review legal reviews of reports of survey	3.39	7	4	6	5.69
D0279	Prepare or review report of survey determinations	3.11	2	3	3	5.61

D							
T Tsk			TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF

0034	II. Claims Administration, Investigations, and Torts						
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0035	II.2a. Define terms relating to claims processing. (0.5)						
	STS: 12d Meas: W						

0036	II.2a.(1) Terminology (A)						
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0037	II.2b. Identify basic facts pertaining to the (0.5)						
	Air Force claims organization. STS: 12a Meas: W						

0038	II.2b.(1) Organization (A)						
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0039	II.2c. Identify basic responsibilities of Air Force (0.5)						
	claims personnel. STS: 12b, 12h(1 & 2) Meas: W						

0040	II.2c.(1) Responsibilities of claims personnel (A)						
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A0033	Prepare letters of appointment	2.25	4	32	34	2.23	
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0041	II.2c.(2) Claims officer (a)						
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D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0042	II.2c.(3) Assistant claims officer (a)					
0043	II.2d. Identify basic claim policies within the Air Force Claims program. STS: 12c Meas: W	(0.5)				
0044	II.2d.(1) Policies (A)					
0045	II.2e. Identify pre-notification procedures regarding claims investigations. STS: 12i Meas: W	(0.5)				
0046	II.2e.(1) Maintain disaster response kit (a)					
F0332	Maintain disaster response kits	4.14	7	24	23	4.33
0047	II.2f. Identify procedures used when conducting a claims investigation. STS: 12f(1 & 2) Meas: W	(1.5)				
0048	II.2f.(1) Interview witnesses (a)					
A0010	Conduct witness interviews	3.72	15	39	42	5.51
F0322	Conduct claims investigations	6.03	12	42	35	5.69
F0391	Procure statements in support of claims	4.58	7	23	18	4.61
0049	II.2f.(2) Obtain statements (a)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0050	II.2g. Identify post-investigative procedures. (1.0) STS: 12f(3 & 4) & 13c(2) Meas: W					
0051	II.2g.(1) Obtain reports from other agencies (a)					
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	3.67	7	23	25	4.56
F0323	Coordinate claims with other investigative agencies	4.00	7	30	25	4.84
F0328	Follow up on other investigative agencies' investigations	3.81	7	25	20	4.45
F0391	Procure statements in support of claims	4.58	7	23	18	4.61
0052	II.2g.(2) Prepare seven-point memorandum (a)					
A0042	Request building or grounds maintenance	.83	1	16	18	2.65
F0335	Perform claims legal research	6.33	12	37	30	5.87
F0357	Prepare seven-point memorandums	5.86	11	27	25	6.67
0053	II.2g.(3) Place documents in proper order in folder (2b)					
F0314	Assemble claims files	6.61	12	47	39	4.12
0054	II.2h. Identify procedures used in processing a (3.0) claim under the Military Claims Act. STS: 12e(1-3), 13a(1-4), 15b(1-4), 21c & 21d Meas: W					
A0008	Conduct client interviews, other than for preparation of simple wills	3.72	15	42	37	4.60
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	5.59
F0313	Approve claims	4.19	7	23	21	5.63
F0319	Brief claimants on claims filing procedures	6.28	12	46	38	4.35
F0324	Determine chapter for claims	6.33	12	44	37	5.17
F0325	Determine claims jurisdiction	6.31	12	47	39	4.51
F0334	Negotiate claims settlements	4.33	7	30	26	5.81
F0335	Perform claims legal research	6.33	12	37	30	5.87

D						
T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
F0365	Prepare or review settlement agreements	4.31	7	32	26	5.14
F0387	Process requests for advance payments	5.14	11	14	10	5.29
F0403	Verify identity of claimants	5.36	10	41	37	3.35

0055	II.2h.(1) Advance payments (a)					

0056	II.2h.(2) Partial payments (a)					

0057	II.2h.(3) Emergency payments (a)					

0058	II.2h.(4) Determine eligibility of claimant (b)					

0059	II.2h.(5) Determine appropriate jurisdiction (b)					

0060	II.2h.(6) Determine appropriate chapter (b)					

0061	II.2h.(7) Provide proper forms and instructions (b)					

0062	II.2h.(8) Tort vs non-combat activity (a)					

0063	II.2h.(9) Statutory requirements (a)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0064	II.2h.(10) Settlements (a)					
0065	II.2h.(11) Appeals (a)					
0066	II.2h.(12) Approve claims (A)					
0067	II.2h.(13) Prepare settlement agreements/releases (a)					
0068	II.2i. Identify procedures used in processing a claim under the Federal Tort Claims Act. STS: 13a(1-4), 15a(1-4), 21b(2 & 4) 21c, 21d Meas: W	(4.0)				
A0008	Conduct client interviews, other than for preparation of simple wills	3.72	15	42	37	4.60
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	5.59
F0313	Approve claims	4.19	7	23	21	5.63
F0319	Brief claimants on claims filing procedures	6.28	12	46	38	4.35
F0324	Determine chapter for claims	6.33	12	44	37	5.17
F0325	Determine claims jurisdiction	6.31	12	47	39	4.51
F0334	Negotiate claims settlements	4.33	7	30	26	5.81
F0335	Perform claims legal research	6.33	12	37	30	5.87
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	3.58	7	18	13	5.27
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	11	28	23	4.74
F0360	Prepare vouchers for payment of claims	5.47	12	43	37	4.43
F0365	Prepare or review settlement agreements	4.31	7	32	26	5.14
F0372	Process claims payment vouchers	5.36	12	38	33	4.45
F0374	Process federal tort claims	5.33	11	30	26	6.02

D							
T Tsk			TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF
F0403	Verify identity of claimants		5.36	10	41	37	3.35

0069	II.2i.(1) Determine eligibility of claimant (b)						

0070	II.2i.(2) Determine appropriate jurisdiction (b)						

0071	II.2i.(3) Determine appropriate chapter (b)						

0072	II.2i.(4) Provide proper forms and instructions (b)						

0073	II.2i.(5) Tort law (a)						

0074	II.2i.(6) Statutory requirements (a)						

0075	II.2i.(7) Settlement (a)						

0076	II.2i.(8) Litigation support (a)						

0077	II.2i.(9) SF 1145 (A)						

D							
T Tsk			TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF

0078	II.2i.(10)	FMS Form 195, 196, 197A (A)					
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0079	II.2i.(11)	Approve claims (A)					
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0080	II.2i.(12)	Prepare settlement agreements/releases (a)					
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0081	II.2j.	Identify procedures used in processing a claim under the Property Damage Tort Claims in Favor of the U.S. STS: 16b(1-3) Meas: W	(2.0)				
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	5.59
F0317	Assert government (G) claims	6.67	11	30	24	5.57
F0334	Negotiate claims settlements	4.33	7	30	26	5.81
F0335	Perform claims legal research	6.33	12	37	30	5.87
F0338	Perform follow-up actions on G claims	4.89	7	24	21	4.91
F0375	Process G claims	4.89	7	25	21	5.73
F0399	Review security forces blotters for potential claims	4.58	5	34	31	3.99

0082	II.2j.(1)	Review source documents (a)					
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0083	II.2j.(2)	Prepare demand letter (a)					
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0084	II.2j.(3)	Process settlement (a)					
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D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0085	II.2k. Identify procedures used in processing a claim under the Federal Medical Care Recovery Act claim. STS: 16a(1)(a-e), 16a(2-4) Meas: W (2.0)					
A0001	Administer client questionnaires	1.39	4	30	37	.73
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	5.59
F0315	Assemble investigative files on potential claims	5.22	12	42	35	4.46
F0318	Assert hospital recovery claims	5.28	11	9	9	5.96
F0329	Follow up on personal injury questionnaires	3.94	7	8	10	4.28
F0333	Maintain potential claims files	4.69	15	41	35	4.22
F0334	Negotiate claims settlements	4.33	7	30	26	5.81
F0335	Perform claims legal research	6.33	12	37	30	5.87
F0339	Perform follow-up actions on hospital recovery claims	4.17	7	9	10	5.04
F0354	Prepare requests for completion of personal injury questionnaires	3.53	7	9	9	4.59
F0376	Process hospital recovery claims	4.64	7	9	9	6.30
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	4.36	7	10	10	4.41
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	4.33	7	10	10	4.50
F0398	Review payments from claimants' insurers	5.33	11	34	29	5.41
F0399	Review security forces blotters for potential claims	4.58	5	34	31	3.99
0086	II.2k.(1) Process AF Form 1488 (a)					
0087	II.2k.(2) Process AF Form 438 (a)					
0088	II.2k.(3) Process questionnaire (a)					
0089	II.3k.(4) Assert (a)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0090	II.2k.(5) Monitor (a)					
0091	II.2k.(6) Potential sources of recovery (a)					
0092	II.2k.(7) Coordination of Benefits (a)					
0093	II.2k.(8) Settlements (a)					
0094	II.2l. Make appropriate inputs in AFCIMS. (5.0) STS: 22(a) Meas: PE					
0095	II.2l.(1) Inputs (2b)					
A0044	Retrieve data using computers	5.19	18	72	73	4.03
F0313	Approve claims	4.19	7	23	21	5.63
F0317	Assert government (G) claims	6.67	11	30	24	5.57
F0318	Assert hospital recovery claims	5.28	11	9	9	5.96
F0320	Close out claims	6.28	12	46	38	4.12
F0329	Follow up on personal injury questionnaires	3.94	7	8	10	4.28
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	12	43	37	4.87
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	12	38	35	4.00
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	11	28	23	4.74
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	12	35	30	4.50

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF

0096 III. Personnel and Carrier Recovery Claims

0097 III.3a. Identify claims payable under the Military (4.0)
Personnel and Civilian Employees' Claims Act
(MPCECA), Chapter 2, AFI 51-502. STS: 14a(1 &2)
Meas: W

0098 III.3a.(1) Transportation related claims (b)

0099 III.3a.(2) General personnel claims (b)

0100 III.3b. Identify methods required for reporting (2.0)
loss or damage to personal property and eligibility
of claimant under the Military Personnel and
Civilian Employee claims Act, Chapter 2,
AFI 51-502. STS: 13a(1-3) Meas: W

0101 III.3b.(1) Determine eligibility of claimant (b)

A0008	Conduct client interviews, other than for preparation of simple wills	3.72	15	42	37	4.60
F0403	Verify identity of claimants	5.36	10	41	37	3.35

0102 III.3b.(2) Determine appropriate jurisdiction (b)

F0325	Determine claims jurisdiction	6.31	12	47	39	4.51
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D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0103	III.3b.(3) Determine appropriate chapter (b)					
F0324	Determine chapter for claims	6.33	12	44	37	5.17
0104	III.3c. Determine the proper forms and instructions (2.0) provided to potential claimants under the Military Personnel and Civilian Employees' Claims Act, Chapter 2, AFI 51-502. STS: 13a(4) Meas: W					
0105	III.3c.(1) Provide proper forms and instructions (b)					
F0319	Brief claimants on claims filing procedures	6.28	12	46	38	4.35
0106	III.3d. Properly receive a Chapter 2, AFI 51-502, (4.0) claim with no more than five errors. STS: 13b & 13c(1-7) Meas: PE/PC/W					
0107	III.3d.(1) Accept claim (b)					
0108	III.3d.(2) Obtain required documents from claimant (2b)					
F0314	Assemble claims files	6.61	12	47	39	4.12
F0391	Procure statements in support of claims	4.58	7	23	18	4.61
0109	III.3d.(3) Place documents in proper order in folder (2b)					
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	5.92	12	44	39	4.03

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0110	III.3d.(4) Annotate receipt of claim (2b)					
0111	III.3d.(5) Open claim (2b)					
0112	III.3d.(6) Place claims number on claims forms (2b)					
0113	III.3d.(7) Prepare file label (2b)					
F0348	Prepare claims labels	4.58	5	44	39	2.73
0114	III.3d.(8) Mark appropriate exhibits (2b)					
E0301	Mark exhibits	3.69	7	20	25	4.82
0115	III.3e. Identify property damage inspection procedures. STS: 12g(1-3) Meas: PE/W	(1.0)				
0116	III.3e.(1) Conduct (3c)					
F0321	Conduct claims inspections	6.83	12	46	39	5.32
F0323	Coordinate claims with other investigative agencies	4.00	7	30	25	4.84
F0347	Prepare claims inspection memorandums	6.03	12	42	36	4.81
F0355	Prepare requests for assistance from other agencies for claims administration inspections	3.36	7	16	14	4.63
L0551	Write inspection reports	2.19	2	20	12	5.44

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0117	III.3e.(2) Prepare report (3c)					
0118	III.3e.(3) Prepare request for assistance from other agencies (a)					
0119	III.3f. Adjudicate a Chapter 2, AFI 51-502, with no more than ten errors. STS: 14a(3) & 14d Meas: PC/W					
0120	III.3f.(1) Mechanics of Adjudication (2b)					
F0310	Adjudicate claims	7.56	12	47	39	5.70
0121	III.3f.(2) Fraudulent Claims (A)					
0122	III.3g. Determine carrier liability in a Chapter 2, AFI 51-502, claims. STS: 14b(1-4) & 14b(9) Meas: PC/W					
0123	III.3g.(1) Increase valuation (2b)					
0124	III.3g.(2) Overseas shipment (2b)					
F0310	Adjudicate claims	7.56	12	47	39	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	4.77

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	5.49
F0397	Review direct procurement method (DPM) contracts	4.56	7	29	22	5.46

0125	III.3g.(3) DPM Contractors (2b)					
F0310	Adjudicate claims	7.56	12	47	39	5.70

0126	III.3g.(4) Nontemporary storage (NTS) (2b)					

0127	III.3g.(5) Carrier's rights (a)					
F0310	Adjudicate claims	7.56	12	47	39	5.70

0128	III.3h. Complete the documentation to finalize the (3.0) processing of the personnel portion of a Chapter 2, AFI 51-502, claims with no more than five errors. STS: 14a(4), 21a, 21b(1), & 21f Meas: PC/W					

0129	III.3h.(1) Settlement (2b)					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
F0313	Approve claims	4.19	7	23	21	5.63
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	12	35	30	4.50
F0360	Prepare vouchers for payment of claims	5.47	12	43	37	4.43
F0361	Prepare and process unearned transportation charges	5.03	11	30	27	4.76
F0372	Process claims payment vouchers	5.36	12	38	33	4.45
F0395	Review completed claims files prior to payment	5.31	11	30	26	5.01

0130	III.3h.(2) Prepare settlement letter (2b)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0131	III.3h.(3) SF Form 1034 (2b)					
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	12	35	30	4.50
0132	III.3h.(4) Prepare notice of unearned transportation charges (a)					
0133	III.3i. Determine the basic procedures for salvage property turn-in. STS: 14a(6) Meas: W (1.0)					
0134	III.3i.(1) Salvage property (b)					
F0343	Pick up or turn-in items for salvage	3.58	7	13	11	4.09
0135	III.3j. Process a carrier recovery claim through collection with no more than five errors. STS: 14b, 21b(3), 21g Meas: PC/W (3.0)					
0136	III.3j.(1) Process insurance company recoveries (c)					
F0310	Adjudicate claims	7.56	12	47	39	5.70
F0316	Assert carrier recovery claims	7.17	12	43	38	5.06
F0337	Perform follow-up actions on carrier recovery claims	6.06	12	37	33	4.98
F0363	Prepare or review demand on carrier or contractor	5.25	12	35	31	4.77
F0369	Process carrier recovery claims for settlements	6.14	12	37	33	5.27
F0383	Process rebuttals from carriers	5.94	12	39	35	5.49
0137	III.3j.(2) DD Form 1131 (2b)					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	12	38	35	4.00
0138	III.3j.(3) Close claim (2b)					
F0320	Close out claims	6.28	12	46	38	4.12
0139	III.3k. Identify steps to process a reconsideration (0.5) request. STS: 14a(5) Meas: W					
0140	III.3k.(1) Reconsiderations (b)					
F0313	Approve claims	4.19	7	23	21	5.63
F0384	Process reconsiderations from claimants	5.97	12	43	36	5.21
0141	III.3l. Identify procedures for preparing files (2.0) for setoff. STS: 21e Meas: W					
0142	III.3l.(1) Prepare files for setoff (a)					
F0344	Prepare carrier recovery claims for setoffs	6.03	12	35	33	4.90
0143	III.3m. Make appropriate inputs into AFCIMS. (7.0) STS: 22(a), 22(b), 22(e) Meas: PE					
0144	III.3m.(1) Inputs (2b)					
A0044	Retrieve data using computers	5.19	18	72	73	4.03
F0310	Adjudicate claims	7.56	12	47	39	5.70
F0313	Approve claims	4.19	7	23	21	5.63
F0316	Assert carrier recovery claims	7.17	12	43	38	5.06
F0320	Close out claims	6.28	12	46	38	4.12
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	12	43	37	4.87

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
F0341	Perform follow-up actions on personnel claims	5.31	12	44	37	4.55
F0346	Prepare claims for transmittal	4.50	15	37	32	4.17
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	12	38	35	4.00
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	12	35	30	4.50
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	4.08	3	29	25	3.85
F0402	Transfer claims using AFCIMS	5.50	12	42	37	4.05

0145	III.3m.(2) Transfer Claims (2b)					

0146	III.3m.(3) Systems Management (No Proficiency Code)					

0147	IV. Nonjudicial Punishment					

0148	IV.4a. Identify basic facts regarding verification of military jurisdiction in Article 15 actions. STS: 11a(6) Meas: W					

0149	IV.4a.(1) Article 15 (A)					

0150	IV.4b. Using a microcomputer, four scenarios, MCM, Study Guide, and personal notes, determine legal sufficiency of evidence for Article 15 actions with 75 percent accuracy. STS: 11f(1) Meas: PC/W					

C0119	Compile Article 15, UCMJ, supportive evidence	6.58	12	35	35	4.93
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	5.14	11	20	24	5.03

D						
T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF

0151 IV.4b.(1) Verify sufficiency of evidence (2b)

0152 IV.4c. Using a microcomputer, MCM, Study Guide, (2.5)
and personal notes, prepare four Article 15
specifications with no more than three errors per
specification. STS: 11f(3) Meas: PC/W

0153 IV.4c.(1) Prepare specifications (2b)

C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	12	39	34	5.85
D0261	Prepare or review Article 15 responses	3.78	7	23	25	5.27

0154 IV.4d. Identify the proper procedural advice to be (2.0)
given a commander regarding Article 15 actions.
STS: 11f(2) Meas: W

0155 IV.4d.(1) Provide advice on procedures (b)

C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	12	28	30	4.86
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0156 IV.4e. Using AFI 51-202, Study Guide, and personal (3.5)
notes, prepare two Article 15 punishments with no
more than two errors per punishment. STS: 11f(4)
Meas: PC/W

0157 IV.4e.(1) Prepare punishment recommendation (2b)

C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	5.14	11	30	27	5.15
C0175	Prepare or review Article 15, UCMJ, punishments	6.89	12	35	39	5.11

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
0158	IV.4f. Identify the proper procedural advice to be given a commander regarding Article 15 appeals. STS: 11f(2) Meas: W	(1.0)				
0159	IV.4f.(1) Provide advice on procedures (b)					
C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	12	28	30	4.86
0160	IV.4g. Identify the procedures used to process Article 15 appeals. STS: 11f(5) Meas: W	(0.5)				
0161	IV.4g.(1) Process appeal actions (b)					
C0170	Prepare or review Article 15, UCMJ, appeal actions	6.58	12	30	37	5.22
C0171	Prepare or review Article 15, UCMJ, appellate actions	6.31	11	19	28	5.22
C0205	Process Article 15, UCMJ, appeal actions	6.11	12	30	30	5.30
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
D0261	Prepare or review Article 15 responses	3.78	7	23	25	5.27
0162	IV.4h. Select the proper advice to be given on supplementary Article 15 actions. STS: 11f(6)(a-e) Meas: W	(4.0)				
0163	IV.4h.(1) Remission (b)					
C0176	Prepare or review Article 15, UCMJ, remission actions	6.89	12	32	34	5.11
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	3.67

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0164	IV.4h.(2) Mitigation (b)					
C0176	Prepare or review Article 15, UCMJ, remission actions	6.89	12	32	34	5.11
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	3.67
0165	IV.4h.(3) Set Aside (b)					
C0177	Prepare or review Article 15, UCMJ, set aside actions	6.86	12	33	33	5.10
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	3.67
0166	IV.4h.(4) Suspensions (b)					
C0178	Prepare or review Article 15, UCMJ, suspension actions	6.86	12	34	37	5.06
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	3.67
0167	IV.4h.(5) Vacations (b)					
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	12	39	34	5.85
C0179	Prepare or review Article 15, UCMJ, vacation actions	6.86	12	34	38	5.04
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	1	13	18	3.67
0168	IV.4i. Identify procedures for filing Article 15 actions in Officer & Senior NCO selection records and procedures for processing completed Article 15 actions. STS: 11f(7&8) Meas: PC/W (6.5)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0169	IV.4i.(1) Officer/Senior NCO Selection Record (b)					
C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	12	28	30	4.86
C0173	Prepare or review Article 15, UCMJ, decision letters	5.28	11	23	25	5.00
C0251	Suspense or follow up on military justice actions	3.78	7	28	27	4.37
0170	IV.4i.(2) Process completed actions (b)					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	5.75	12	30	31	5.01
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	5.75	12	30	33	5.62
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	5.39	10	35	31	3.57
0171	IV.4j. Using a microcomputer and personal notes, complete AMJAMS III inputs for Article 15 actions. STS: 11h(1) Meas: PE/PC/W (4.0)					
0172	IV.4j.(1) Prepare inputs (2b)					
A0044	Retrieve data using computers	5.19	18	72	73	4.03
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	12	39	34	5.85
C0139	Edit AMJAMS products	6.11	12	34	37	5.56
C0140	Input AMJAMS data	7.22	12	48	45	5.29
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	5.36	12	34	35	5.41
0173	IV.4k. Identify uses of management reports. STS: 11h(2) Meas: W (1.0)					

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0174	IV.4k.(1) Use management reports (a)					
A0044	Retrieve data using computers	5.19	18	72	73	4.03
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	5.78	12	41	39	4.77
C0172	Prepare or review Article 15, UCMJ, base activity reports	4.17	7	24	29	4.59
0175	IV.4l. Identify the uses of legal publications. (1.0)					
0176	IV.4l.(1) Official (A)					
0177	IV.4l.(2) Unofficial (A)					
0178	IV.4m. Use law books, Study Guide, and personal notes, solve manual legal research problems with 70% accuracy. STS: 11i(2)(a) Meas: PC/W (3.5)					
0179	IV.4m.(1) Manual method (2b)					
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	5.59
C0149	Perform military justice legal research	6.36	12	35	33	6.73
0180	IV.4n. Using a microcomputer and personal notes, solve legal research problems using WebFLITE with 70% accuracy. STS: 7c(9) &: 11i(2)(b) Meas: PC (3.5)					
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	12	49	43	4.03
A0044	Retrieve data using computers	5.19	18	72	73	4.03

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	12	41	47	5.59
C0149	Perform military justice legal research	6.36	12	35	33	6.73

0181	IV.4n.(1) WebFLITE (2b)					
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	12	49	43	4.03
A0044	Retrieve data using computers	5.19	18	72	73	4.03

0182	IV.4n.(2) Computerized (2b)					

0183	V. Pretrial Administration					

0184	V.5a. Identify the procedures used to monitor pretrial restraint. STS: 11b(10) Meas: W		(2.0)			

0185	V.5a.(1) Pretrial Restraints (A)					
C0142	Monitor pretrial restraint or posttrial confinement	4.39	7	22	21	4.74
C0197	Prepare or review pretrial confinement hearing reports	4.03	7	14	17	5.61
C0221	Procure military magistrates or judges for pretrial confinement hearings	3.22	2	11	14	4.89

0186	V.5b. Identify procedures for conducting a preliminary inquiry into a reported offense. STS: 11b(1) Meas: W		(1.0)			

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0187	V.5b.(1) Preliminary Inquiry into Report Offenses (A)					
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	3.67	7	23	25	4.56
C0244	Review security forces blotters for potential disciplinary actions	4.47	15	35	34	4.35
0188	V.5c. Using a microcomputer, Study Guide, and personal notes, prepare the correct court-martial charge and specification for four situations with no more than three errors per specification. STS: 11b(7) Meas: PC/W (4.0)					
0189	V.5c.(1) Punitive Articles (A)					
C0138	Draft charges and specifications for court-martial actions	7.25	12	35	34	6.08
0190	V.5d. Complete a DD Form 548 through the Receipt of Charges by the SCM Convening Authority with no more than three errors. STS: 11b(8 & 11) Meas: PC/W (2.0)					
0191	V.5d.(1) Draft Charges (2b)					
C0138	Draft charges and specifications for court-martial actions	7.25	12	35	34	6.08
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	12	41	41	5.81
C0235	Review charge sheets for accuracy and completeness	5.97	12	32	34	5.92
0192	V.5d.(2) Prefer Charges (2b)					
C0127	Coordinate preferral of charges on pretrial confinees with commanders	3.50	7	22	22	4.28
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	12	41	41	5.81

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	12	28	30	5.06
C0235	Review charge sheets for accuracy and completeness	5.97	12	32	34	5.92

0193	V.5e. Input the first AMJAMS III entry for a special court-martial. STS: 11h(1) Meas: PE/W		(1.5)			

0194	V.5e.(1) Prepare inputs (2b)					
A0044	Retrieve data using computers	5.19	18	72	73	4.03
C0138	Draft charges and specifications for court-martial actions	7.25	12	35	34	6.08
C0139	Edit AMJAMS products	6.11	12	34	37	5.56
C0140	Input AMJAMS data	7.22	12	48	45	5.29

0195	V.5f. Identify basic facts regarding a trial docket. STS: 11b(16) Meas: W		(0.5)			

0196	V.5f.(1) Trial Docket (A)					
C0126	Coordinate individual case dockets with defense council circuit	2.03	2	11	13	4.12
D0257	Coordinate individual case dockets with legal office or circuit courts	2.75	2	15	15	4.54

0197	V.5g. Identify procedures used in preparing an Article 32 investigation. STS: 11b(17) Meas: W		(2.5)			

0198	V.5g.(1) Process Article 32 Investigation (b)					
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	12	28	30	5.06
C0206	Process Article 32, UCMJ, investigations	5.19	11	22	21	5.49
E0293	Assemble documentation for Article 32, UCMJ, investigations	4.03	7	15	17	5.16

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0199	V.5h. Identify basic facts regarding Advice of the Staff Judge Advocate. STS: 11b(18) Meas: W	(1.0)				
0200	V.5h.(1) Advice of SJA (A)					
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	11	25	29	5.82
D0286	Prepare or review responses to pretrial advice	3.22	2	11	12	5.71
0201	V.5i. Using a microcomputer, Study Guide, and personal notes, prepare a special court-martial convening order with no more than two errors. STS: 11b (19) Meas: PC/W	(2.0)				
0202	V.5i.(1) Prepare court-martial convening order (2b)					
C0166	Prepare or process releases for court-martial or board members	4.81	7	27	26	4.17
C0168	Prepare or review amendments to court-martial convening orders	5.69	11	28	28	5.03
C0184	Prepare or review court-martial convening orders	6.83	12	30	33	5.38
C0198	Prepare or review proposed court-martial member lists	4.86	15	32	33	4.83
C0220	Procure court-martial or board members	5.00	11	24	26	4.94
C0238	Review court-martial or board member information	4.11	15	32	31	4.69
0203	V.5j. Complete the Referral portion of the DD Form 458 with no more than two errors. STS: 11b(20) Meas: PC/W	(2.5)				
0204	V.5j.(1) Refer charges (2b)					
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	3.67	15	32	32	4.19
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	12	41	41	5.81

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
C0235	Review charge sheets for accuracy and completeness	5.97	12	32	34	5.92

0205	V.5k. Prepare an AMJAMS III follow-up input for a (1.5) special court-martial. STS: 11(h)1 Meas: PE/W					

0206	V.5k.(1) Prepare inputs (2b)					

A0044	Retrieve data using computers	5.19	18	72	73	4.03
C0138	Draft charges and specifications for court-martial actions	7.25	12	35	34	6.08
C0139	Edit AMJAMS products	6.11	12	34	37	5.56
C0140	Input AMJAMS data	7.22	12	48	45	5.29

0207	V.5l. Determine procedures used to notify trial (2.5) participants. STS: 11b(24) Meas: W					

0208	V.5l.(1) Notify participants of court-martial (b)					

C0148	Notify participants of courts-martial or boards	4.83	5	34	33	3.60
C0220	Procure court-martial or board members	5.00	11	24	26	4.94
C0253	Verify availability of court-martial or board members	4.58	5	32	32	3.74

0209	V.5m. Determine requirements for assembling trial (1.0) folders. STS: 11b(25) Meas: W					

0210	V.5m.(1) Assemble trial folders (b)					

C0163	Prepare trial folders	5.97	12	35	35	4.08

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0211	V.5n. Identify procedures to obtain witnesses for courts-martial. STS: 11b(26)(a-e) Meas: W	(1.5)				
0212	V.5n.(1) Determine status (a)					
0213	V.5n.(2) Conduct interview (a)					
0214	V.5n.(3) Determine funding responsibility (a)					
C0130	Coordinate witness fundings with appropriate agencies	4.81	7	27	29	5.19
C0230	Request witness fundings	5.14	11	27	28	4.90
0215	V.5n.(4) Request attendance (a)					
C0225	Request civilian witnesses for courts-martial	4.94	15	29	30	5.38
C0227	Request military witnesses for courts-martial	5.28	11	29	29	4.72
0216	V.5n.(5) Process request (a)					
C0219	Procure convening authority approval of expert witnesses	4.33	7	20	24	5.58
D0289	Process request for defense witnesses	3.44	7	11	14	5.12
0217	V.5o. Determine the steps in processing approved requests for witnesses. STS: 11b(26)(f)(1-4) Meas: W	(1.5)				

D	T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF
0218	V.5o.(1) Subpoena (a)						
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	5.83	11	27	26	5.13	
C0249	Serve subpoenas on witnesses	3.47	7	15	18	4.12	
0219	V.5o.(2) Travel orders (a)						
A0035	Prepare witness travel orders	4.75	15	32	30	4.46	
0220	V.5o.(3) Payment requests (a)						
C0164	Prepare witness payment vouchers	5.58	11	28	27	4.64	
C0217	Process witness payment vouchers	5.03	11	24	25	5.13	
0221	V.5o.(4) Travel arrangements (a)						
A0028	Make lodging or transportation arrangements	1.69	4	34	39	2.46	
0222	V.5p. Identify services provided within the Victim and Witness Assistance Program. STS: 11b(26)(g) Meas: W	(1.0)					
0223	V.5p.(1) Provide victim and witness assistance (a)						
C0146	Monitor victim and witness assistance program (VWAP)	3.42	7	16	15	5.43	
C0153	Prepare annual VWAP report	2.81	2	10	8	4.69	
C0216	Process VWAP forms	4.17	7	19	17	5.16	
C0250	Serve as VWAP coordinator	3.11	2	16	13	6.04	

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0224	V.5q. Identify procedures taken when preparing a a courtroom for trial. STS: 11b(28) Meas: W	(0.5)				
0225	V.5q.(10 Prepare court-room (a)					
C0155	Prepare courtrooms for proceedings	4.61	5	35	36	2.90
0226	V.5r. Identify the responsibilities of the bailiff. STS: 11b(27) Meas: W	(0.5)				
0227	V.5r.(1) Brief bailiff on courtroom responsibilities (a)					
C0223	Procure and brief individuals for bailiff duties	4.78	5	28	30	3.97
0228	V.5s. Identify basic facts pertaining to the preparation of stipulation of facts, findings worksheet, sentencing worksheet, and interrogatories. STS: 11b(12)(b-e) Meas: W	(1.0)				
0229	V.5s.(1) Prepare Stipulations of Fact (A)					
C0203	Prepare or review stipulations	3.53	7	9	14	6.25
0230	V.5s.(2) Prepare Findings Worksheet (A)					
C0157	Prepare findings worksheets	5.86	11	25	26	4.44

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T Tsk			TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF

0231	V.5s.(3)	Prepare Interrogatories (A)					
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0232	V.5s.(4)	Prepare Sentencing Worksheet (A)					
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C0162	Prepare sentencing worksheets		5.67	11	28	27	4.80
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0233	V.5t.	Identify the procedures utilized during a trial by Summary Court-Martial. STS: 11c(1)	(1.5)				
		Meas: W					

0234	V.5t.(1)	Trail procedures for SCM (A)					
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0235	V.5u.	Identify the procedures utilized during a trial by Special Court-Martial. STS: 11c(2)	(1.5)				
		Meas: W					

0236	V.5u.(1)	Trial procedures for SPCM (A)					
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0237	V.5v.	Identify the procedures utilized during a trial by General Court-Martial. STS: 11c(3)	(2.0)				
		Meas: W					

0238	V.5v.(1)	Trial procedures for GCM (A)					
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T Tsk			TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title		EMP		TICF	TICF	DIF
0239	V.5w. Identify steps required to verify military jurisdiction in courts-martial. STS: 11a(1-5) Meas: W	(0.0)					
0240	V.5w.(1) Concurrent (A)						
0241	V.5w.(2) Exclusive (A)						
0242	V.5w.(3) Proprietary (A)						
0243	V.5w.(4) Foreign (a)						
0244	V.5w.(5) Courts-Martial (A)						
0245	VI. Post-Trial Administration						
0246	VI.6a. Prepare a DD Form 2707 in 30 minutes with no more than two errors. STS: 11d(1) Meas: W	(1.5)					
0247	VI.6a.(1) Prepare confinement orders (A)						
C0186	Prepare or review DD Forms 2707 (Confinement Order)	6.42	12	34	34	4.59	

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0248	VI.6b. Prepare an AF Form 1359 in 30 minutes with no more than five errors. STS: 11d(3) Meas: PC/W	(1.5)				
0249	VI.6b.(1) Prepare report of result of trial (2b)					
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	6.50	12	30	30	4.38
0250	VI.6c. Identify the post-trial rights of a person convicted by court-martial. STS: 11d(4)(a-c), 11d(8) Meas: W	(1.0)				
0251	VI.6c.(1) Submission of Matters Letter (b)					
C0196	Prepare or review letters concerning submission of matters to convening authority	4.64	15	30	30	5.01
0252	VI.6c.(2) 14 Day Notification Letter (b)					
0253	VI.6c.(3) Prepare AF Form 304 (b)					
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	4.89	3	20	24	3.66
0254	VI.6c.(4) Process clemency matters (b)					
C0212	Process post-trial materials submitted by accused	4.97	11	24	27	5.35

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0255	VI.6d. Determine the correct format for court-martial transcripts and the number of copies required for each format. STS: 11d(5)(a-c) Meas: W	(0.5)				
0256	VI.6d.(1) Verbatim records of trail (2b)					
C0131	Copy records of trial	3.83	3	28	28	2.88
E0309	Transcribe verbatim records of trials	2.75	****	0	0	6.17
0257	VI.6d.(2) Summarized record of trail (a)					
C0131	Copy records of trial	3.83	3	28	28	2.88
E0308	Transcribe summarized records of trials	2.75	****	0	0	6.50
0258	VI.6d.(3) Other records of proceedings (b)					
C0131	Copy records of trial	3.83	3	28	28	2.88
0259	VI.5e. Identify procedures for assembling a record of trial for authentication. STS: 11d(5)(a-b) Meas: PE/W	(0.5)				
0260	VI.5e.(1) Verbatim records of trial (2b)					
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	7	16	19	6.29
E0297	Assemble records of trials	4.31	7	20	21	5.45
E0303	Procure photographs of physical evidence	3.36	7	18	22	4.39

D						
T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0261	VI.5e.(2) Summarized record of trial (a)					
E0297	Assemble records of trials	4.31	7	20	21	5.45
0262	VI.6f. Determine the methods to authenticate a record of trial. STS: 11d(6) Meas: W	(0.5)				
0263	VI.6f.(1) Authentication (A)					
E0298	Authenticate records of trials	2.81	2	6	4	5.51
0264	VI.6g. Identify the procedures for serving the accused's copy of the record of trial. STS: 11d(7) Meas: W	(0.5)				
0265	VI.6g.(1) Service of record of trial (A)					
C0248	Serve records of trial on accused	4.36	3	30	29	3.36
0266	VI.6h. Identify situations that would require a Staff Judge Advocate Recommendation. STS: 11d(10) Meas: W	(0.5)				
0267	VI.6h.(1) Staff Judge Advocate recommendation (A)					
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	11	25	29	5.82
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	7	14	17	5.70

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0268	VI.6i. Prepare action of the convening authority (3.0) for four situations with no more than three errors per situation. STS: 11d(12) Meas: PC/W					
0269	VI.6i.(1) Prepare action of convening authority (b)					
C0182	Prepare or review court-martial actions of convening authorities	6.17	11	20	26	5.79
0270	VI.6j. Prepare a special court-martial initial (0.5) promulgating order with no more than three errors. STS: 11d(14)(a) Meas: PC/W					
0271	VI.6j.(1) Prepare (2b)					
C0117	Authenticate court-martial orders	2.39	2	6	14	5.11
C0185	Prepare or review court-martial promulgating orders	6.97	12	32	33	5.75
0272	VI.6k. Identify procedures for processing (0.5) court-martial orders. STS: 11d(14)(b) Meas: W					
0273	VI.6k.(1) Process (b)					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
C0135	Distribute court-martial orders	4.97	10	35	34	3.38
C0208	Process court-martial promulgating orders	5.64	11	25	28	5.43

D						
T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF

0274	VI.6l. Determine the appropriate level of appellate review for court-martial cases. STS: 11d(20-22) Meas: W	(2.0)				
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0275	VI.6l.(1) Air Force Court of Criminal Appeals (AFCCA)(A)					
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0276	VI.6l.(2) United States Court of Appeals for the Armed Forces (A)					
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0277	VI.6l.(3) US Supreme Court (A)					
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0278	VI.6m. Identify basic facts regarding the decisions of the Air Force Court of Criminal Appeals and the United States Court of Appeals for the Armed Forces. STS: 11d(21) Meas: W	(0.5)				
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C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	3.25	2	27	28	4.19
C0247	Serve appellate court decisions on accused	3.14	1	11	15	3.47

0279	VI.6m.(1) Decisions of the AFCCA and US Court of Appeals of the Armed Forces (A)					
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0280	VI.6n. Identify Processing requirements for supplementary court-martial orders. STS: 11e(5) Meas: W	(0.5)				
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D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF

0281	VI.6n.(1) Supplementary Orders (b)					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	1	23	26	1.21
C0204	Prepare or review supplementary court-martial orders	5.39	11	22	21	5.67
C0208	Process court-martial promulgating orders	5.64	11	25	28	5.43
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.39	11	18	23	5.93

0282	VI.6o. Input the post-trial AMJAMS III entry for a special court-martial. STS: 11h(1) Meas: PE/W		(1.0)			

0283	VI.6o.(1) Prepare inputs (2b)					
A0044	Retrieve data using computers	5.19	18	72	73	4.03
C0139	Edit AMJAMS products	6.11	12	34	37	5.56
C0140	Input AMJAMS data	7.22	12	48	45	5.29

0284	VI.6p. Input the final AMJAMS III entry for a special court-martial. STS: 11h(1) Meas: PE/W		(1.0)			
A0044	Retrieve data using computers	5.19	18	72	73	4.03
C0139	Edit AMJAMS products	6.11	12	34	37	5.56
C0140	Input AMJAMS data	7.22	12	48	45	5.29

0285	VI.6p.(1) Prepare inputs (2b)					

0286	VI.6q. Identify procedures for processing records of trial through the appellate reviewing levels. STS: 11d(17) Meas: W		(1.5)			

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
0287	VI.6q.(1) Process records of trial through reviewing and appellate authorities (b)					
C0115	Arrange for supervisory reviews of summary court-martial records of trials	2.19	2	10	15	4.78
C0136	Distribute court-martial records of trials to reviewing authorities	4.75	5	33	33	3.44
0288	Tasks not referenced					
A0003	Brief or assist clients in filing electronic income tax returns	2.11	2	4	5	6.12
A0004	Brief or assist clients on preparation of income tax returns	2.03	2	3	4	6.68
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	1.03	2	1	2	7.22
A0006	Compile statistical data	1.64	16	53	54	4.58
A0007	Compose or type administrative correspondence	4.75	8	72	72	3.29
A0009	Conduct random spot-checks of law library	2.50	1	10	19	3.05
A0012	Develop local office programs for computers, such as spreadsheets	1.61	2	25	27	5.80
A0013	Dispose of law library publications	2.47	1	8	17	3.19
A0014	Dispose of obsolete or excess publications, other than law library	2.36	1	8	14	2.98
A0015	Dispose of unclassified files	2.33	4	33	33	2.38
A0016	Establish law library publications checkout procedures	1.72	1	6	10	2.03
A0017	Establish reading files	1.14	1	10	11	1.58
A0018	Follow up on submitted travel vouchers	1.78	1	22	27	2.80
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	2	16	23	4.07
A0021	Inventory equipment or supplies	1.08	1	16	29	2.80
A0022	Inventory law library publications	2.22	1	9	18	2.84
A0023	Inventory network resource allocation management system (NetRAMS)	2.11	1	10	18	3.44
A0024	Log or suspense incoming correspondence	3.06	4	35	34	2.53
A0025	Maintain law library resources	2.11	1	11	19	3.29
A0026	Maintain office computer systems	2.28	2	22	25	6.12
A0027	Maintain suspense files of newly purchased materials	1.39	1	9	11	3.21
A0030	Prepare briefings, other than professional military education (PME) briefings	1.75	16	58	55	4.90
A0031	Prepare certificates of transfer	1.67	1	10	13	3.07
A0032	Prepare conference areas for briefings or meetings	1.69	4	34	39	2.11
A0034	Prepare status reports on receipt or nonreceipt of publications	1.19	1	3	4	2.98

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
A0037	Process congressional or high-level inquiries	1.94	2	4	6	5.88
A0038	Process incoming or outgoing electronic mail	3.44	8	56	56	2.89
A0039	Procure nonstandard office supplies, such as foreign publications	.78	2	1	2	4.07
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	1	14	21	3.53
A0045	Review suspense dates	2.19	4	51	47	2.34
A0046	Schedule conferences	.69	1	15	17	2.53
A0047	Schedule office appointments	2.53	6	56	51	2.11
A0049	Sort and distribute incoming mail	2.06	4	42	47	1.79
B0050	Assist in aircraft or missile mishap investigations	2.92	2	6	7	6.21
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	5	30	30	3.28
B0055	Conduct internal investigations concerning environmental law issues	1.17	2	0	1	6.86
B0056	Conduct preventive law briefings	2.50	2	11	13	4.91
B0057	Conduct surveys concerning environmental law issues	.89	2	1	2	6.01
B0058	Conduct will briefings	3.00	2	19	24	4.08
B0060	Conduct external investigations concerning environmental law issues	1.28	****	0	0	6.66
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2.33	2	4	2	4.97
B0063	Maintain legal assistance records	3.50	3	23	26	2.65
B0066	Prepare miscellaneous legal reviews	3.69	7	14	17	5.25
B0068	Prepare support documents for special security files	1.19	2	4	3	5.20
B0069	Prepare wills with trusts	1.72	2	4	3	7.38
B0070	Prepare and review responses concerning environmental law issues	1.36	2	1	1	6.92
B0071	Prepare documentation for off-duty employment applications	2.83	1	13	14	3.30
B0072	Prepare or process documentation for decredentialing boards	.89	2	0	1	6.43
B0073	Prepare or review barment documents	2.89	2	9	9	4.68
B0074	Prepare or review dependent misconduct actions	2.64	2	3	3	4.97
B0075	Prepare or review general investigative reports	2.33	2	16	19	5.03
B0076	Prepare or review legal assistance reports	3.25	2	9	10	4.13
B0080	Prepare or review legal reviews of fundraising activities	3.00	2	5	7	5.53
B0081	Prepare or review legal reviews of private organizations	3.08	2	5	7	5.74
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	3.42	7	8	9	6.15
B0083	Prepare or review letters requesting financial disclosure statements	1.50	2	5	4	5.49
B0084	Prepare or review litigation reports	1.61	2	4	3	6.75
B0085	Prepare or review magistrate court documents	2.56	2	5	5	6.02
B0087	Prepare or review preventive law bulletins	2.25	2	4	6	4.21

B0088	Prepare or review preventive law handbook factsheets	1.67	2	3	6	4.37
B0089	Prepare or review preventive law newsletters	2.14	2	3	5	4.25
B0090	Prepare or review preventive law newspaper articles	2.64	2	5	6	4.19

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
B0091	Prepare or review revocation documents	1.58	2	3	5	4.18
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	3.56	7	1	4	5.74
B0093	Process civilian real estate reimbursement claims	1.36	2	3	2	6.59
B0094	Process contracts	1.69	2	1	1	7.12
B0095	Process dependent misconduct actions	2.14	2	1	2	5.31
B0096	Process financial disclosure statements	1.50	2	3	2	5.39
B0097	Process FOIA or Privacy Act requests	3.64	7	4	6	5.76
B0098	Process general investigative reports	2.47	2	5	9	5.49
B0099	Process requests for release of military personnel to civilian authorities	1.89	2	0	2	5.55
B0100	Process revocation actions	1.92	2	4	4	5.19
B0101	Process special security files	1.06	2	4	2	5.45
B0103	Provide administrative support for flying evaluation boards (FEBs)	1.14	2	1	2	5.46
B0105	Review legal reviews of off-duty employment	2.44	2	8	7	4.03
B0106	Review special security files	.94	2	5	3	4.82
B0107	Schedule military law seminars	.97	1	0	3	3.88
B0108	Serve as assistant government representative during administrative discharge boards	2.56	2	3	2	6.50
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	4.92	15	44	43	5.52
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	2.83	2	19	18	5.21
C0114	Arrange for service appellate court decisions on accused	2.25	2	5	11	4.45
C0116	Assist with pretrial confinement hearings	4.44	7	19	22	5.11
C0120	Complete Article 15, UCMJ, processing checklist procedures	6.75	12	37	36	4.84
C0121	Complete court-martial processing checklist procedures	6.50	12	42	37	5.21
C0122	Conduct Article 137, UCMJ, briefings	3.94	7	14	20	4.61
C0123	Conduct First Term Airman Course (FTAC) briefings	3.42	7	27	29	4.27
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	3.00	2	19	20	4.09
C0125	Coordinate disposals of physical evidence with base agencies	2.28	2	11	14	4.30
C0132	Develop Article 15, UCMJ, processing checklists	3.61	7	20	26	4.98
C0133	Develop court-martial processing checklists	3.58	7	19	22	5.22
C0134	Dispose of physical evidence	2.50	2	6	11	4.27
C0143	Monitor status of excess leave personnel	3.83	7	18	21	4.77
C0144	Monitor status of DUI violations	2.58	2	15	14	4.46
C0145	Monitor urinalysis programs	1.94	2	5	6	5.14
C0147	Monitor and report on special interest cases	4.08	7	28	28	5.02
C0150	Perform trial team member activities	4.64	7	11	16	6.32
C0151	Prepare administrative hold or release letters	5.69	10	38	37	3.37
C0152	Prepare advice on orders for rehearings	2.53	2	5	5	5.93
C0154	Prepare case briefs	2.82	7	5	5	5.54

C0156	Prepare excess leave documentation	5.33	11	23	25	4.21
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	2.81	2	9	13	5.28

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	5.08	11	23	23	4.35
C0161	Prepare requests for country clearances for witnesses	2.53	2	3	2	5.40
C0169	Prepare or review applications for relief under Article 69, UCMJ	3.56	7	9	9	5.45
C0174	Prepare or review Article 15, UCMJ, mitigation actions	6.86	11	24	29	5.03
C0180	Prepare or review certificates of correction	4.39	7	13	15	5.47
C0181	Prepare or review convening authority actions on individual military defense counsel requests	3.47	7	14	18	5.33
C0183	Prepare or review court-martial base activities reports	2.47	2	14	17	4.97
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	3.56	7	8	7	5.45
C0190	Prepare or review delay requests	3.86	7	25	26	4.64
C0191	Prepare or review depositions	3.08	2	13	11	5.48
C0192	Prepare or review discovery requests	5.08	11	27	29	5.76
C0193	Prepare or review flimsies	6.17	12	30	30	4.37
C0195	Prepare or review invitational travel orders	5.42	11	27	27	5.21
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	2.19	2	4	7	5.77
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	3.86	7	6	10	5.92
C0201	Prepare or review serious incident reports (SIRs)	3.64	7	19	20	5.29
C0207	Process computer-generated AMJAMS reports for distribution	4.31	15	30	30	4.45
C0210	Process discovery requests	4.75	7	18	23	5.50
C0211	Process excess leave documentation	4.75	7	20	24	5.19
C0213	Process pretrial agreements	4.36	7	14	19	5.74
C0214	Process requests for individual military defense counsel	3.61	7	8	15	5.16
C0222	Procure physical evidence for trials	4.19	7	20	25	5.05
C0224	Report data on DUI violations	2.83	2	16	13	4.17
C0228	Request records of prior disciplinary actions	4.92	5	35	35	3.91
C0229	Request reports on individual personnel (RIPs)	4.36	5	37	35	3.45
C0231	Research charges and specifications for court-martial actions	5.31	11	28	27	5.99
C0232	Review allied papers for insertion in records of trial	4.67	7	16	19	5.59
C0233	Review AMJAMS strength reports	3.44	15	29	30	4.10
C0234	Review appointment or assumption of command orders with appropriate agencies	3.53	7	19	22	4.83
C0239	Review Daily Register of Transactions on military justice actions	3.06	2	9	10	4.46
C0240	Review evidence to determine appropriateness for military justice actions	5.39	12	30	30	5.78
C0243	Review RIPs for courts-martial	4.75	15	37	33	4.20
C0245	Review trial briefs	2.81	2	6	6	5.85

D0254	Compile investigative materials	3.33	7	19	22	4.69
D0255	Conduct initial reviews of adverse actions	3.92	7	15	15	5.00
D0256	Coordinate case loads with base law office personnel	2.14	2	10	12	4.61

D	T Tsk	TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
D0258	Establish eligibility of clients for defense services	3.03	2	10	11	4.02
D0259	Maintain defense counsel case dockets	2.53	2	3	5	4.45
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	3.56	7	22	21	5.07
D0262	Prepare or review case summary reports	2.64	2	10	10	5.20
D0263	Prepare or review case witness statements	3.28	2	14	15	5.09
D0264	Prepare or review client assistance records	2.89	2	6	9	4.51
D0266	Prepare or review client statements	3.50	7	11	14	5.11
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	3.25	1	6	9	3.98
D0268	Prepare or review defense paralegal (DP) training reports	2.42	2	4	5	4.42
D0269	Prepare or review deferment of forfeitures or reduction in grade	3.81	7	14	14	5.41
D0270	Prepare or review initial case analyses	3.39	7	5	5	5.45
D0271	Prepare or review motions	3.22	2	5	6	6.23
D0272	Prepare or review office activity reports	2.72	2	5	9	4.64
D0273	Prepare or review petitions for new trials	2.89	2	4	3	5.55
D0274	Prepare or review petitions for rehearings	2.89	2	4	3	5.63
D0275	Prepare or review petitions for reviews by courts of military appeals	3.00	2	3	3	5.69
D0276	Prepare or review post-trial clemency evaluations	3.58	7	11	15	5.81
D0277	Prepare or review pretrial agreements	3.69	7	10	13	5.96
D0278	Prepare or review reenlistment denials	2.53	2	1	5	5.52
D0280	Prepare or review requests for deferment of confinement	3.69	7	8	10	5.84
D0281	Prepare or review requests for delay actions	3.33	7	11	14	4.98
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	3.94	7	14	16	5.65
D0283	Prepare or review requests for individual military defense counsel	3.00	2	6	7	4.87
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	7	6	8	5.33
D0287	Prepare or review withdrawals of petitions for reviews	2.17	2	1	2	5.52
D0288	Prepare or review witness affidavits	3.53	7	6	11	5.47
D0290	Schedule client appointments	2.53	1	22	21	3.39
E0292	Assemble documentation for administrative board actions	3.81	7	8	12	5.04
E0294	Assemble documentation for collateral investigations	2.67	2	5	4	5.07
E0295	Assemble documentation FEB actions	2.50	2	0	1	5.17
E0296	Assemble documentation for miscellaneous proceedings	2.83	2	4	7	5.11
E0299	Maintain court files or tapes	2.28	2	11	12	4.44
E0300	Maintain court reporter logs	1.89	2	3	2	4.57
E0302	Prepare or review court reporter chronologies	2.67	2	5	6	4.83
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident	2.11	2	1	2	5.87

Investigation Boards (AAIBs)

E0305	Record proceedings	2.69	2	5	3	6.00
E0306	Set up court reporting equipment	2.97	2	3	4	5.45

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
E0307	Transcribe proceedings	2.97	2	0	1	6.46
F0311	Analyze claims management data listings or reports	3.92	7	33	27	5.56
F0312	Annotate claims funds logs	4.44	7	30	27	4.71
F0326	Develop claims checklists	3.33	7	34	25	5.02
F0327	Edit claims management products	3.36	7	24	19	4.86
F0331	Maintain claims funds logs	4.61	7	30	26	4.78
F0336	Perform Disaster Control Group (DCG) duties	3.78	7	16	18	5.51
F0340	Perform follow-up actions on incomplete mail-in claims	5.22	12	39	34	4.40
F0342	Perform Initial Response Team (IRT) duties	2.83	2	6	5	5.21
F0345	Prepare claimant instruction packets	3.36	15	42	35	4.29
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	3.17	2	11	9	5.23
F0353	Prepare reports on potential claims of major accidents or incidents	3.58	7	13	11	5.94
F0356	Prepare salvage documents	4.11	7	9	9	4.15
F0362	Prepare or review claims activity reports	3.83	7	27	23	4.77
F0364	Prepare or review requests for claims funds	3.14	2	22	18	4.95
F0366	Process admiralty claims	1.72	2	5	2	6.37
F0367	Process Air National Guard claims	2.33	2	10	7	6.11
F0368	Process Article 139, UCMJ, claims	3.58	7	8	5	6.00
F0370	Process carrier recovery insurance claims	5.92	11	30	27	5.76
F0371	Process Civil Air Patrol claims	1.94	2	5	3	6.01
F0373	Process claims under foreign claims act	3.64	7	5	5	6.15
F0377	Process international agreement claims	2.78	2	3	3	6.56
F0378	Process medical malpractice claims	3.50	7	8	7	6.96
F0379	Process nonappropriated funds claims	4.67	7	22	19	5.81
F0380	Process personnel claims, other than for clothing	6.28	12	42	34	5.14
F0381	Process personnel clothing claims	5.94	12	39	33	5.16
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	12	44	36	5.15
F0385	Process request for compromise of medical expenses	3.00	2	3	4	6.03
F0386	Process request for waivers of medical expenses	2.81	2	3	3	5.86
F0388	Process requests for emergency payments	5.50	11	10	7	5.41
F0389	Process requests for partial payment	5.50	11	14	10	5.31
F0390	Process use of government property claims	3.47	7	9	6	5.31
F0392	Reconcile claims funds logs	3.67	7	22	19	5.11
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	6.17	11	28	24	4.73
F0401	Suspense payment vouchers	4.11	3	24	23	3.82
G0404	Assemble or maintain lists of local national attorneys	1.58	1	3	2	3.79
G0405	Assemble or maintain lists of trial observers	1.08	2	1	1	4.06
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	2.14	2	1	1	5.28
G0407	Conduct prison visits	1.17	2	3	1	4.28
G0408	Conduct service of processes	1.72	****	0	0	4.51
G0409	Coordinate matters of international law or status of foreign agreements (SOEAs) with legal authorities	1.89	2	1	1	6.31

G0410	Determine jurisdiction of cases under SOFAs	3.19	2	0	1	6.55
G0411	Prepare reports on international agreements	1.97	2	0	1	6.25

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	1.75	****	0	0	5.95
G0413	Prepare vouchers for local national attorneys	1.86	2	0	1	5.76
G0414	Prepare or review case files on individuals charged in foreign courts	2.53	2	0	1	6.34
G0415	Prepare or review custody release certificates	2.39	****	0	0	6.12
G0416	Prepare or review foreign criminal jurisdiction reports	2.22	2	0	1	6.28
G0417	Prepare or review notices to court prosecutors of designated trial observers	1.89	****	0	0	5.73
G0418	Prepare or review reports on personnel confined in foreign penal institutions	2.19	****	0	0	5.71
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	2.42	2	0	1	6.07
G0420	Prepare or review trial observer reports	2.06	****	0	0	5.87
G0421	Process solatium payments with foreign parties	1.97	****	0	0	6.32
G0422	Procure local national attorneys	1.75	****	0	0	5.86
G0423	Schedule medical examinations for personnel confined in foreign countries	1.86	****	0	0	5.30
G0424	Schedule visits to personnel confined in foreign countries	1.83	2	0	1	5.12
H0425	Analyze issues, such as deployment, contracting, or fiscal law	2.50	2	8	6	6.57
H0426	Assign personnel to mobility or contingency positions	2.17	2	8	5	5.47
H0427	Assign personnel to Unit Type Code (UTC) taskings	2.28	2	8	5	5.39
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	3.64	7	18	13	5.39
H0429	Complete operations plan (OPLAN) sourcing requirements	2.08	2	1	1	6.44
H0430	Compute OPLAN requirements status listings	2.11	2	1	2	6.57
H0431	Conduct LOAC briefings	4.06	7	15	16	5.48
H0432	Conduct mobility or deployment site surveys	2.08	2	4	3	5.84
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2.14	2	5	2	5.99
H0434	Coordinate exercise sourcing requirements with functional managers	1.92	2	6	3	5.86
H0435	Coordinate mobility or contingency requirements with appropriate agencies	2.19	2	6	5	5.86
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	2	6	3	5.86
H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	2	6	4	5.92
H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	2	5	3	6.00
H0439	Draft general orders	1.78	2	0	1	5.98
H0440	Draft or write mobility or deployment after-action reports	1.97	2	1	2	5.88
H0441	Evaluate compliance with LOAC	2.11	2	5	5	6.20

H0442	Maintain disaster preparedness checklists	2.92	2	13	9	5.15
H0443	Maintain mobility equipment or supplies	2.64	2	8	12	4.89

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	1.97	2	5	5	5.25
H0445	Maintain base OPLAN files	2.11	2	4	3	5.24
H0446	Participate in wing operations or exercise planning meetings	1.67	2	8	9	5.48
H0447	Prepare budget contracts for foreign or tax law studies	1.81	****	0	0	6.66
H0448	Prepare deployment planning guides	2.31	2	5	5	6.22
H0449	Prepare equipment for deployments	2.97	2	5	7	5.33
H0450	Prepare Exercise Evaluation Team (EET) inputs	1.83	2	6	6	6.10
H0451	Prepare legal annexes to war plans	1.72	2	3	2	6.79
H0452	Prepare LOAC reports	2.36	2	3	5	5.43
H0453	Prepare mobility equipment or supplies for transport	2.00	2	5	6	5.50
H0454	Prepare or publish project pitfall letters	1.64	2	0	1	5.82
H0455	Prepare or review official duty certificates	1.14	****	0	0	5.53
H0456	Process classified materials or documents at deployed locations	2.11	2	0	1	5.93
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	2.08	2	4	7	5.57
H0458	Provide OPLAN requirements status listings to unit commanders	1.47	2	1	1	6.11
H0459	Request or distribute mobility requirements documents	1.75	2	6	4	5.43
H0460	Review UTC requirements	1.78	2	9	6	5.60
H0461	Review and analyze target folders	1.69	2	0	1	6.56
H0462	Review or update rules of engagement	2.03	2	3	5	6.86
I0463	Complete accident or incident reports	2.33	2	1	2	5.68
I0464	Destroy classified materials or documents	2.86	2	5	7	5.02
I0465	Establish or maintain accountability records for classified materials or documents	2.47	2	1	1	5.39
I0466	Identify and report suspected security compromises	2.92	2	8	6	5.46
I0467	Initiate classified reports, messages, or documents	1.64	2	1	1	5.90
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	1.42	2	6	7	4.38
I0469	Initiate requests for temporary duty (TDY) orders	1.69	2	11	13	4.65
I0470	Inventory classified materials or documents	2.50	2	0	1	5.03
I0471	Maintain administrative files	3.61	15	29	31	4.48
I0472	Maintain or update status indicators, such as boards, graphs, or charts	1.69	2	18	17	4.41
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	3.00	2	15	14	4.81
I0474	Write minutes of briefings, conferences, or meetings	1.36	2	6	6	4.54
J0475	Coordinate maintenance of equipment with appropriate agencies	1.78	2	9	13	4.41
J0476	Develop equipment checklists	1.56	2	4	8	4.41
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	1.64	2	9	13	4.64
J0478	Identify and report equipment or supply problems	1.81	2	14	17	4.52

J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	1.86	2	5	10	4.31
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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
J0480	Maintain documentation on items requiring periodic inspections or calibrations	1.61	2	4	6	4.58
J0481	Maintain organizational equipment or supply records	1.86	2	6	12	4.71
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	1.64	2	10	18	4.16
K0483	Administer or score tests	.33	2	5	5	4.31
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	1.75	2	11	9	5.12
K0485	Complete student entry or withdrawal forms	.53	2	0	1	4.68
K0486	Conduct formal course classroom training	.75	2	1	2	5.80
K0487	Conduct on-the-job training (OJT)	3.00	14	29	30	5.54
K0488	Counsel trainees on training progress	2.06	2	11	12	5.00
K0489	Determine training requirements	2.31	2	16	17	5.44
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)	.86	2	4	4	6.31
K0491	Develop training programs, plans, or procedures	1.94	2	6	8	6.03
K0492	Develop written tests	.94	2	1	2	6.34
K0493	Develop or procure training materials or aids	1.47	2	10	11	5.85
K0494	Establish or maintain study reference files	1.75	2	8	9	5.31
K0495	Evaluate training methods or techniques of instructors	1.22	2	3	3	5.74
K0496	Evaluate effectiveness of training programs, plans, or procedures	1.31	2	9	7	5.71
K0497	Evaluate progress of trainees	1.86	2	11	10	5.48
K0498	Inspect training materials or aids for operation or suitability	1.28	2	4	5	5.29
K0499	Maintain training records or files	2.33	2	16	20	5.28
K0500	Personalize lesson plans	1.14	2	4	5	5.21
K0501	Prepare job qualification standards (JQSs)	1.97	2	4	5	5.85
K0502	Process completed retraining package	1.33	2	6	4	5.51
K0503	Write training reports	1.42	2	3	1	5.44
L0504	Annotate time and attendance sheets for civilian employees	1.36	2	5	4	4.97
L0505	Assign personnel to work areas or duty positions	1.89	2	9	6	4.89
L0506	Assign sponsors for newly assigned personnel	1.36	1	6	5	3.89
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	1.11	2	13	12	4.37
L0508	Conduct safety and security briefings	1.69	2	13	10	4.38
L0509	Conduct self-inspections or self-assessments	2.25	2	13	17	5.15
L0510	Conduct staff assistance visits, inspections, or audits	1.61	2	10	10	5.30
L0511	Conduct supervisory performance feedback sessions	2.08	2	16	13	5.23
L0512	Conduct safety inspections of equipment or facilities	1.69	2	13	13	4.91
L0513	Conduct supervisory orientations for newly assigned personnel	1.47	2	14	12	4.91
L0514	Counsel subordinates concerning personal matters	2.36	2	19	15	5.35
L0515	Determine or establish logistics requirements, such as	2.02	2	11	12	5.10

personnel, equipment, tools, parts, supplies, or
workspace

L0516	Determine or establish work assignments or priorities	2.39	2	14	17	5.19
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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
L0517	Develop organizational or functional charts	1.19	2	6	6	4.98
L0518	Develop resource protection programs	1.03	2	4	3	5.32
L0519	Develop self-inspection or self-assessment program checklists	1.61	2	6	6	5.72
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	1.61	2	6	6	5.77
L0521	Develop or establish work methods or procedures	1.44	2	13	15	5.50
L0522	Develop or establish work schedules	1.83	2	13	11	4.97
L0523	Draft host-tenant or interservice agreements	1.11	2	1	1	6.56
L0524	Draft or review budget requirements	2.28	2	6	7	6.14
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	1.56	2	3	1	6.07
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	1.75	2	5	5	6.10
L0527	Establish performance standards for subordinates	2.17	2	14	11	5.26
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	1.17	2	9	8	5.02
L0529	Evaluate inspection report findings or inspection procedures	.94	2	8	6	5.14
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	1.19	2	8	7	5.27
L0531	Evaluate personnel for compliance with performance standards	1.75	2	9	11	5.14
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	2.11	2	13	11	5.30
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	1.36	2	5	6	5.00
L0534	Implement safety or security programs	1.28	2	11	11	4.86
L0535	Initiate personnel action requests	1.36	2	9	6	4.84
L0536	Initiate actions required due to substandard performance of personnel	1.67	2	8	6	5.14
L0537	Inspect personnel for compliance with military standards	2.08	2	16	16	4.65
L0538	Interpret policies, directives, or procedures for subordinates	1.61	2	9	11	5.50
L0539	Interview potential paralegal retrainees	1.83	2	9	9	5.59
L0540	Investigate accidents or incidents	2.50	2	8	5	5.69
L0541	Manage IMPAC card programs	1.69	2	13	12	5.72
L0542	Perform personnel hiring procedures	1.72	2	3	2	6.00
L0543	Plan layouts of facilities	1.53	2	5	3	6.16
L0544	Prepare contract requests for tax services	1.89	2	3	1	6.00
L0545	Prepare recommendation or non-recommendation retraining package	2.14	2	8	6	5.55
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	2.08	2	5	5	5.60
L0547	Review written tests	5.5	2	4	2	4.85

L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	1.17	2	5	4	5.48
L0549	Safeguard written tests	.31	2	3	1	4.73

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T Tsk		TNG	ATI	1-24	1-48	TSK
Y Nbr	Task Title	EMP		TICF	TICF	DIF
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	2	10	9	4.89
L0552	Write job or position descriptions	2.00	2	6	6	5.86
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	1.72	2	6	3	5.88
L0554	Write or indorse civilian performance appraisals	1.75	2	4	2	5.84
L0555	Write or indorse military performance reports	2.31	2	18	13	6.03
L0556	Write recommendations for awards or decorations	2.19	2	15	13	6.14
L0557	Write replies to inspection reports	1.86	2	10	6	5.41

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All S.D.	Tasks Within Max	Range Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0004	GP0004/PMP	All Active Duty Airmen with DAFSC 5J051	244	17.19	14.15	83.20	.00	557
3	F0005	GP0005/PMP	All Active Duty Airmen with DAFSC 5J071	169	20.46	16.13	88.76	.00	557
4	F0006	GP0006/PMP	All Active Duty Airmen with DAFSC 5J091	19	21.08	26.04	89.47	.00	557
5	F0012	GP0012/PMP	All DAFSC 5J0X1 AD Amn with 49-96 Mos TICF	156	18.69	14.01	89.10	.00	557
6	F0013	GP0013/PMP	All DAFSC 5J0X1 AD Amn with 97+ Mos TICF	134	19.62	16.25	87.31	.00	557

POI 5J0X1, M3ACR5J071, dated April 2001, is presented below with matched job inventory tasks and occupational survey data.

POI behavioral learning objectives are listed below the dotted line, followed by a listing of matched tasks which are taught in the basic resident training course. Pertinent survey data are displayed to the right of each task. Behavioral learning objectives should be reviewed using the percent performing data, as well as the task difficulty and training emphasis ratings, and Automated Training Indicator (ATI) value for each task (see Course Training Decision Logic Table in AETCI 36-2601, Attachment 1). Behavioral learning objectives which are not supported by the criteria listed in AETCI 36-2601 should be considered for deletion from the course.

Tasks which were not matched to a POI behavioral learning objective are listed in a "Tasks Not Referenced" section at the end of the printout. These unreferenced tasks should be carefully reviewed to identify tasks which may warrant inclusion in formal training programs. For assistance in interpretation of this printout, contact AFOMS/OMYO, at DSN 487-6811.

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0001 POI M3ACR5J071, PARALEGAL, dated 1 Apr 01

0002 I. MILITARY JUSTICE

0003 I.1. Orientation 122.75

0004 I.2. Graduation (completed on last training day) (5.0)

0005 I.1a. Comprehend distinguishing facts related to
proof analysis. STS: 11(9) Meas: W

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0006 I.1a.(1) Proof Analysis (B)

C0231	Research charges and specifications for court-martial actions	26	21	11	22	19
D0270	Prepare or review initial case analyses	9	5	0	10	4
D0271	Prepare or review motions	9	4	0	9	5

0007 I.1b. Apply the substantive and procedural aspects of trial preparation documents. STS: 11b(12)(14) & (15) Meas: W

0008 I.1b.(1) Trial Preparation (2c)

0009 I.1b.(1)a. Prepare Depositions (2c)

C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	6	8	5	8	4
C0191	Prepare or review depositions	11	9	0	13	6

0010 I.1b.(1)b. Prepare Stipulations of Fact (2c)

C0203	Prepare or review stipulations	16	11	5	17	8
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0011 I.1b.(1)c. Prepare Findings Worksheet (3c)

C0157	Prepare findings worksheets	23	18	0	20	16
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0012 I.1b.(1)d. Prepare Interrogatories (2c) (30.0)

C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	6	8	5	8	4
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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0013	I.1b.(1)e. Prepare Sentencing Worksheet (3c)					
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C0162	Prepare sentencing worksheets	24	17	0	19	15
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0014	I.1b.(2) Prepare Digests (2c)					
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0015	I.1b.(3) Prepare Investigation (2c)					
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(1.25)

D0263	Prepare or review case witness statements	19	6	0	15	7
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0016	I.1c. Identify the basic facts and principles of being a trail team member. STS: 11b(13) Meas: W					
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C0150	Perform trial team member activities	21	9	5	21	10
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0017	I.1d. Comprehend the commander's preliminary inquiry process and the options available to the Commander to dispose of allegations of a reported offense. STS: 11b(1) Meas: W					
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(6.75)

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
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C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	25	16	11	23	13
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C0244	Review security forces blotters for potential disciplinary actions	28	30	32	26	26
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0018	I.1d.(1) Preliminary Inquiry into Reported Offenses (C)					
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0019 I.1e. Comprehend the proper procedures for
conducting a witness interview, the difference
between interviewing witnesses for trail and
sentencing, the proper technique for handling
hostile and victim witnesses, and the techniques
for gathering facts to impeach opposing witnesses.
STS: 11b(2), 11b(26)(b) Meas: W

0020 I.1e.(1) Investigative Techniques (C)

A0010 Conduct witness interviews

45

30

16

36

32

0021 I.1e.(2) Witnesses (3c)

A0010 Conduct witness interviews

45

30

16

36

32

0022 I.1e.(3) Conduct Interview (3c)

A0010 Conduct witness interviews

45

30

16

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0023 I.1f. Comprehend when an apprehension can be made
and when pre-trial confinement is necessary and its
possible effects on the accused. STS: 11b(4) &
(10) Meas: W

0024 I.1f.(1) Apprehension (C)

0025 I.1f.(2) Pretrial Restraints (C)

C0116 Assist with pretrial confinement hearings

23

14

0

18

14

C0142 Monitor pretrial restraint or posttrial confinement

20

19

5

19

19

C0197 Prepare or review pretrial confinement hearing reports

20

15

5

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

C0221	Procure military magistrates or judges for pretrial confinement hearings	15	11	0	13	11
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0026 I.1g. Identify when an Article 32 investigation is necessary and the steps involved in conducting an Article 32 investigation. STS: 11b(17) Meas: W

C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	27	22	11	26	16
C0206	Process Article 32, UCMJ, investigations	18	16	0	16	13
E0293	Assemble documentation for Article 32, UCMJ, investigations	19	9	0	16	10

0027 I.1g.(1) Article 32 Investigation (c)

0028 I.1h. Analyze the circumstances when a pre-trial agreement would be appropriate, who the parties to the agreement are, what terms are proper, and when the agreement becomes binding. STS: 11b(23) Meas: W

0029 I.1h.(1) Pretrial Agreements (3c)

C0213	Process pretrial agreements	23	17	5	21	18
D0277	Prepare or review pretrial agreements	16	7	0	13	7

0030 I.1i. Comprehend the type of misconduct which is prescribed by the UCMJ and Military Rules of Evidence as well as the law of search and seizure as it has developed in military justice, and the substantive aspects of the right to counsel and the right against self-incrimination in military criminal proceedings. STS: 11b(3)(4) & (6) Meas: W

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0031 I.1i.(1) Search and Seizure (C)

C0222 Procure physical evidence for trials

25

16

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19

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0032 I.1i.(2) Apprehension (C)-----
0033 I.1i.(3) Military Rules of Evidence (C)-----
0034 I.1j. Apply Articles 85, 86, and 89-92 of the UCMJ (2.0)
and the military law of search and seizure to
realistic situations and comprehend the substantive
principles of controlling the admissibility of
confessions in trail by court-martial.
STS: 11b(5) Meas: W-----
0035 I.1j.(1) Confessions (C)-----
0036 I.1k. Comprehend the procedure for matters at the (1.0)
conclusion of the evidence in a court-martial and
the substantive and tactical consideration
applicable thereto. STS: 11c(7) Meas: W-----
0037 I.1k.(1) Matters at the Conclusion of the Evidence
(C)

D

T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0038	I.11. Comprehend the adversary procedure for adversary sentencing and the substantive and tactical considerations applicable to sentencing arguments. STS: 11c(8) Meas: W	(1.0)				
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0039	I.11.(1) Sentencing (C)					
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C0162	Prepare sentencing worksheets	24	17	0	19	15
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0040	I.1m. Analyze the circumstances when a discovery request is required and what information can be obtained and released. STS: 11b(22) Meas: W					
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0041	I.1m.(1) Discovery Requests (3c)					
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C0192	Prepare or review discovery requests	32	17	5	26	17
C0210	Process discovery requests	27	14	0	21	16

0042	I.1n. Identify the aspects of providing victim and witness assistance. STS: 11b(26)(g) Meas: W	(2.0)				
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0043	I.1n.(1) Provide Victim and Witness Assistance (c)					
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C0146	Monitor victim and witness assistance program (VWAP)	15	17	11	15	14
C0153	Prepare annual VWAP report	9	12	0	11	9
C0216	Process VWAP forms	19	12	5	15	12
C0250	Serve as VWAP coordinator	11	12	5	12	7

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0044 I.1o. Comprehend the substantive procedural
aspects for the advice of the Staff Judge Advocate.
STS: 11b(18) Meas: W

0045 I.1o.(1) Advice of SJA (C)

C0202 Prepare or review Staff Judge Advocate advice,
addendums, or recommendations

24

25

26

24

22

D0286 Prepare or review responses to pretrial advice

14

7

0

13

6

0046 I.1p. Comprehend the substantive and procedural (1.0)
aspects controlling imposition of nonjudicial
punishment in the Air Force. STS: 11d(3, 10, 13,
15, 16, 19-23) Meas: W

0047 I.1p.(1) Prepare Report of Result of Trial (4d)

C0165 Prepare or distribute AF Forms 1359 (Report of Results
of Trial)

27

21

0

24

17

0048 I.1p.(2) Staff Judge Advocate Recommendation (3c)

C0202 Prepare or review Staff Judge Advocate advice,
addendums, or recommendations

24

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26

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D0285 Prepare or review responses to Staff Judge Advocate
recommendations

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0049 I.1p.(3) Prepare Action of Convening Authority (4d)

C0182 Prepare or review court-martial actions of convening
authorities

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0050	I.1p.(4) Court-martial Promulgating Orders (None)					
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0051	I.1p.(4)(a) Prepare (4d)					
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C0185	Prepare or review court-martial promulgating orders	28	30	53	26	30
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0052	I.1p.(4)(b) Process (4d)					
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C0135	Distribute court-martial orders	28	24	5	23	19
C0208	Process court-martial promulgating orders	25	21	16	21	19
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	23	27	21	24	23

0053	I.1p.(5) Excess Leave (C)					
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C0143	Monitor status of excess leave personnel	20	17	0	17	13
C0156	Prepare excess leave documentation	24	18	5	19	17
C0211	Process excess leave documentation	23	16	11	19	16

0054	I.1p.(6) Process Records of Trial Through Reviewing and Appellate Authorities (C)					
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C0115	Arrange for supervisory reviews of summary court-martial records of trials	15	14	0	15	9
C0136	Distribute court-martial records of trials to reviewing authorities	28	22	5	22	20

0055	I.1p.(7) Air Force Court of Criminal Appeals (AFCCA)(C)					
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0056 I.1p.(8) United States court of Appeals for the
Armed Forces (C)

0057 I.1p.(9) U.S. Supreme Court (C)

0058 I.1p.(10) Decisions of the AFCCA and U.S. Court
of Appeals of Appeals for the Armed Forces (C)

C0129 Coordinate servings of court decisions on accused with 23 18 5 19 13
confinement authorities or unit personnel

C0247 Serve appellate court decisions on accused 16 12 5 13 12

0059 I.1q. Comprehend the substantive and procedural (1.25)
aspects controlling imposition of nonjudicial
punishment in the Air Force, IAW 51-202 and the
MCM. STS: 11f(1-8) Meas: W

0060 I.1q.(1) Verify Sufficiency of Evidence (4d)

C0215 Process supportive documentation for appropriateness 23 20 0 21 16
of Article 15, UCMJ, actions

C0240 Review evidence to determine appropriateness for 25 22 5 21 18
military justice actions

0061 I.1q.(2) Provide Advice on Procedures (4d)

C0118 Brief organizations on Article 15, UCMJ, procedures 31 27 26 31 25

0062 I.1q.(3) Prepare Specifications (4d)

C0137 Draft charges and specifications for actions, other 29 22 0 25 16
than court-martial actions

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0063 I.1q.(4) Prepare Punishment Recommendation (4d)

C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	26	19	0	19	18
C0175	Prepare or review Article 15, UCMJ, punishments	35	30	16	32	22
C0251	Suspense or follow up on military justice actions	25	33	16	28	27

0064 I.1q.(5) Process Appeal Actions (4d)

C0170	Prepare or review Article 15, UCMJ, appeal actions	35	30	16	30	26
C0171	Prepare or review Article 15, UCMJ, appellate actions	27	26	16	26	19
C0205	Process Article 15, UCMJ, appeal actions	26	22	5	21	19

0065 I.1q.(6) Provide Advice on supplementary Actions

0066 I.1q.(6)(a) Remission (4d)

C0176	Prepare or review Article 15, UCMJ, remission actions	31	27	16	29	22
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0067 I.1q.(6)(b) Mitigation (4d)

C0174	Prepare or review Article 15, UCMJ, mitigation actions	28	27	21	28	22
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0068 I.1q.(6)(c) Set Aside (4d)

C0177	Prepare or review Article 15, UCMJ, set aside actions	30	27	21	28	22
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0069 I.1q.(6)(d) Suspensions (4d)

C0178	Prepare or review Article 15, UCMJ, suspension actions	33	28	21	30	22
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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

 0070 I.1q.(6)(e) Vacations (4d)

C0137	Draft charges and specifications for actions, other than court-martial actions	29	22	0	25	16
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C0179	Prepare or review Article 15, UCMJ, vacation actions	34	28	16	31	22
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0071 I.1q.(7) Officer/Senior NCO Selection Record (4d)

C0173	Prepare or review Article 15, UCMJ, decision letters	24	28	11	26	22
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0072 I.1q.(8) Process Completed Actions (4d)

C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	27	24	0	23	16
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C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	29	31	26	26	26
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 0073 I.1r. Utilize the Automated Military Justice Administration Management System to generate specific reports as required. STS: 11h(2)
Meas: PC

 0074 I.1r.(1) Use Management Report (4d) (4.25)

A0044	Retrieve data using computers	77	89	84	87	87
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C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	35	49	89	38	48
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C0147	Monitor and report on special interest cases	25	28	16	27	25
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C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	12	14	0	12	10
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C0172	Prepare or review Article 15, UCMJ, base activity reports	25	29	32	24	25
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C0183	Prepare or review court-martial base activities reports	17	26	32	22	22
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C0207	Process computer-generated AMJAMS reports for distribution	25	22	11	23	15
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C0233	Review AMJAMS strength reports	27	34	32	29	28
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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0075	I.1s. Apply the basic functions for utilizing WebFlite. STS: 7c(9) Meas: PC	(6.0)				
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0076	I.1s.(1) Use personal computer					
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0077	I.1s.(1)(a) WebFlite (3c)					
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A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	52	61	74	60	68
A0044	Retrieve data using computers	77	89	84	87	87

0078	I.1t. Identify procedures used in determining law publications requirements. STS: 11i(1)(a-b) Meas: W	(2.0)				
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0079	I.1t.(1) Legal research					
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0080	I.1t.(1)a. Legal Publications					
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0081	I.1t.(1)a.1. Official (C)					
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
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0082	I.1t.(1)a.2. Unofficial (C)					
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
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Task Title

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0083 I.1u. Utilize the resources available and apply the (7.0)
techniques of legal research to various scenarios.
STS: 11i(2)(a-b) Meas: PC

0084 I.1u.(1) Legal Research

0085 I.1u.(1)a. Perform legal research

0086 I.1u.(1)a.1. Manual method (4c)

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
C0149	Perform military justice legal research	31	27	11	33	22

0087 I.1u.(1)a.2. Computerized (4c)

A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	52	61	74	60	68
A0044	Retrieve data using computers	77	89	84	87	87
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
A0049	Sort and distribute incoming mail	55	63	63	60	66

0088 I.1v. Apply the principles of legal research and (3.75)
practices to a hypothetical case in preparing and
writing a legal brief. STS: 11i(3) Meas: PC

0089 I.1v.(1) Legal Research

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0090 I.1v.(1)a. Prepare case briefs (4c)

A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	52	61	74	60	68
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
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C0154	Prepare case briefs	7	4	5	6	4
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0091 I.1w. Comprehend substantive requirements and applicability of the Air Force Rules of Professional Conduct and Air Force Standards for the Administration of Criminal Justice (Air Force Rules and Standards). STS: 6 Meas: W Prof Code: C (1.0)

0092 I.1x. Analyze hypothetical situations to determine that the principles of Air Force professional responsibilities have been appropriately applied. STS: 6 Meas: P Prof Code: C (1.0)

0093 I.1x.(1) DOD 5500.7R Professional Responsibility, Standards, and Conduct (JER)

0094 II. Claims

0095 II.2a. Utilize the Armed Forces Claims Information Management System to maintain funds log, generate specific reports as required, and manage the system. STS: 22c-e Meas: PC (6.0)

F0311	Analyze claims management data listings or reports	23	34	53	27	33
F0312	Annotate claims funds logs	24	20	16	21	18
F0327	Edit claims management products	14	22	21	16	18

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	30	25	11	26	19
F0331	Maintain claims funds logs	22	19	11	20	16
F0362	Prepare or review claims activity reports	20	27	32	21	27
F0402	Transfer claims using AFCIMS	30	24	11	26	18

0096 II.2a.(1) AFCIMS

0097 II.2a.(1)a. Funds log (3c)

0098 II.2a.(1)b. Reports (3c)

0099 II.2a.(1)c. Systems Management

0100 II.2a.(1)c.1. Back - up (3c)

0101 II.2a.(1)c.2. Archive (3c)

0102 II.2b. Without reference comprehend the principles and procedures for managing Air Force Claims money IAW AFI 51-502 and AFI 65-601. STS: 12e(4)
Meas: W

0103 II.2b.(1) Claims Administration

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0104	II.2b.(1)a. Identify administration procedures	(1.0)				
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0105	II.2b.(1)a.1. Managing Claims monies (c)					
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F0331	Maintain claims funds logs	22	19	11	20	16
F0392	Reconcile claims funds logs	16	18	16	17	15
F0401	Suspense payment vouchers	20	15	11	19	11

0106	II.2c. Analyze the methods, policies, and procedures prescribed for conducting and reporting investigations of claims and incidents giving rise to claims both for and against the government.	(3.0)				
	STS: 12f(1-4) Meas: W					

0107	II.2c.(1) Conduct Investigations					
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F0322	Conduct claims investigations	29	23	11	24	19
F0323	Coordinate claims with other investigative agencies	21	21	11	21	17
F0324	Determine chapter for claims	30	27	16	26	23
F0325	Determine claims jurisdiction	31	25	16	26	20
F0328	Follow up on other investigative agencies' investigations	14	18	11	15	12
F0335	Perform claims legal research	27	23	16	26	19
F0357	Prepare seven-point memorandums	20	17	11	18	14
F0391	Procure statements in support of claims	17	15	5	19	13

0108	II.2c.(1)a. Interview Witnesses (3c)					
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0109	II.2c.(1)b. Obtain statements (c)					
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Task Title

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0110 II.2c.(1)c. Obtain reports from other agencies (c)

0111 II.2c.(1)d. Prepare seven point memorandum

0112 II.2d. Outline the proper procedures for responding (1.5)
to disasters and major accidents. STS: 12i-k
Meas: W

B0050	Assist in aircraft or missile mishap investigations	7	8	5	6	9
F0332	Maintain disaster response kits	20	18	0	18	16
F0336	Perform Disaster Control Group (DCG) duties	13	20	5	15	13
F0353	Prepare reports on potential claims of major accidents or incidents	10	6	0	8	4
H0442	Maintain disaster preparedness checklists	7	13	32	10	13

0113 II.2d.(1) Claims Processing and Management

0114 II.2d.(1)a. Maintain Disaster Response Kit (3c)

0115 II.2d.(1)b. Disaster responses (C)

0116 II.2d.(1)c. Major accident responses (C)

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Task Title

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0117 II.2e. Analyze the procedures to effectively
manage the claims function of a base-level claims
office. STS: 121 Meas: W

L0505	Assign personnel to work areas or duty positions	4	45	79	17	51
L0521	Develop or establish work methods or procedures	14	47	79	27	49
L0524	Draft or review budget requirements	7	38	68	21	38
L0540	Investigate accidents or incidents	8	17	26	12	20

0118 II.2e.(1) Claims Processing and Management

0119 II.2e.(1)a. Claims Office Management (C)

0120 II.2f. Apply the concepts, principles, methods and
procedures for fraudulent claims. STS: 14d
Meas: W

0121 II.2f.(1) Process Incident to Service Claims

0122 II.2f.(1)a. Fraudulent Claims (c)

0123 II.2g. Without reference, comprehend the procedures
and rules for settling claims under the Federal
Tort Claims Act (FTCA) and processing claims for
litigation support, IAW AFI 51-501 and AFM 51-505.
STS: 15a(1-4) Meas: W

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Task Title

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0124	II.2g.(1) Process Anti-government Claims	(1.0)					
A0048	Search directives, files, or legal references for information, such as opinions or decisions		55	66	74	66	66
F0313	Approve claims		19	36	42	26	32
F0315	Assemble investigative files on potential claims		29	21	11	22	18
F0323	Coordinate claims with other investigative agencies		21	21	11	21	17
F0324	Determine chapter for claims		30	27	16	26	23
F0325	Determine claims jurisdiction		31	25	16	26	20
F0328	Follow up on other investigative agencies' investigations		14	18	11	15	12
F0334	Negotiate claims settlements		19	20	21	19	16
F0335	Perform claims legal research		27	23	16	26	19
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)		11	9	11	9	8
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)		18	14	5	14	11
F0365	Prepare or review settlement agreements		22	20	11	19	18
F0366	Process admiralty claims		2	2	0	1	3
F0367	Process Air National Guard claims		5	5	0	4	5
F0371	Process Civil Air Patrol claims		2	2	0	1	4
F0373	Process claims under foreign claims act		7	7	0	9	4
F0374	Process federal tort claims		20	12	11	13	11
F0379	Process nonappropriated funds claims		15	14	5	16	8
F0388	Process requests for emergency payments		7	6	0	6	6

0125 II.2g.(1)a. Federal Tort Claims Act

0126 II.2g.(1)a.1. Tort Law (c)

0127 II.2g.(1)a.2. Statutory Requirements (c)

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0128	II.2g.(1)a.3. Settlement (c)					
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0129	II.2g.(1)a.4. Litigation Support (c)					
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0130	II.2h. Comprehend the principles and procedures involved in processing claims under the Military Claims Act (MCA). STS: 15b(1-4) Meas: W	(1.0)				
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
F0313	Approve claims	19	36	42	26	32
F0315	Assemble investigative files on potential claims	29	21	11	22	18
F0323	Coordinate claims with other investigative agencies	21	21	11	21	17
F0324	Determine chapter for claims	30	27	16	26	23
F0325	Determine claims jurisdiction	31	25	16	26	20
F0328	Follow up on other investigative agencies' investigations	14	18	11	15	12
F0335	Perform claims legal research	27	23	16	26	19
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	21	21	5	17	16
F0365	Prepare or review settlement agreements	22	20	11	19	18
F0387	Process requests for advance payments	8	6	0	5	4
F0391	Procure statements in support of claims	17	15	5	19	13

0131	II.2h.a. Military Claims Act					
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0132	II.2h.a.1. Tort vs non-combat activity (c)					
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0133	II.2h.a.2. Statutory requirements (c)					
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Task Title

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0134 II.2h.a.3. Settlements (c)

0135 II.2h.a.4. Appeals (c)

0136 II.2i. Comprehend the laws, theories and principles (1.5)
necessary to properly process medical malpractice
claims. STS: 15d Meas: W

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
F0315	Assemble investigative files on potential claims	29	21	11	22	18
F0322	Conduct claims investigations	29	23	11	24	19
F0323	Coordinate claims with other investigative agencies	21	21	11	21	17
F0325	Determine claims jurisdiction	31	25	16	26	20
F0328	Follow up on other investigative agencies' investigations	14	18	11	15	12
F0334	Negotiate claims settlements	19	20	21	19	16
F0335	Perform claims legal research	27	23	16	26	19
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	7	7	5	7	5
F0365	Prepare or review settlement agreements	22	20	11	19	18
F0378	Process medical malpractice claims	5	7	0	5	3
F0391	Procure statements in support of claims	17	15	5	19	13

0137 II.2i.a. Medical malpractice claims overview (c)

0138 II.2j. Comprehend the various theories for asserting claims to recover the cost of medical care rendered by the Air Force and the procedures for settling claims. STS: 16a Meas: W

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0139 II.2j.(1) Process pro-government claims

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
F0315	Assemble investigative files on potential claims	29	21	11	22	18
F0318	Assert hospital recovery claims	7	8	0	7	5
F0322	Conduct claims investigations	29	23	11	24	19
F0323	Coordinate claims with other investigative agencies	21	21	11	21	17
F0329	Follow up on personal injury questionnaires	7	9	0	8	4
F0333	Maintain potential claims files	26	20	0	22	13
F0334	Negotiate claims settlements	19	20	21	19	16
F0335	Perform claims legal research	27	23	16	26	19
F0339	Perform follow-up actions on hospital recovery claims	8	9	0	8	6
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	7	7	5	7	5
F0354	Prepare requests for completion of personal injury questionnaires	7	8	0	7	5
F0376	Process hospital recovery claims	7	7	0	7	4
F0385	Process request for compromise of medical expenses	4	4	0	4	2
F0386	Process request for waivers of medical expenses	3	4	0	3	3
F0391	Procure statements in support of claims	17	15	5	19	13
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	8	8	0	7	7
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	7	8	0	7	6
F0398	Review payments from claimants' insurers	24	17	5	22	11
F0399	Review security forces blotters for potential claims	25	27	21	24	21

0140 II.2j.(1)1. Program Management

0141 II.2j.(1)1.aa. Process AF Form 1488 (c)

0142 II.2j.(1)1.bb. Process AF Form 438 (c)

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Task Title

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0143 II.2j.(1)1.cc. Process questionnaire (c)-----
0144 II.2j.(1)1.dd. Assert (c)-----
0145 II.2j.(1)1.ee. Monitor (c)-----
0146 II.2j.(1)2. Potential sources of recovery (c)-----
0147 II.2j.(1)3. Coordination of benefits (c)-----
0148 II.2j.(1)4. Settlements (c)-----
0149 II.2j.(1)5. U.S. Attorney's role (c)-----
0150 II.2k. Comprehend the principles and procedures (2.0)
involved in processing property damage tort claims
in favor of the government. STS: 16b Meas: W

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
F0317	Assert government (G) claims	18	14	11	13	11
F0322	Conduct claims investigations	29	23	11	24	19
F0323	Coordinate claims with other investigative agencies	21	21	11	21	17
F0328	Follow up on other investigative agencies' investigations	14	18	11	15	12
F0334	Negotiate claims settlements	19	20	21	19	16

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F0335	Perform claims legal research	27	23	16	26	19
F0338	Perform follow-up actions on G claims	16	12	5	13	9
F0375	Process G claims	18	11	11	14	11
F0390	Process use of government property claims	6	5	0	5	5
F0391	Procure statements in support of claims	17	15	5	19	13
F0399	Review security forces blotters for potential claims	25	27	21	24	21

0151	II.2k.(1) Torts in favor of the government					

0152	II.2k.(1)a. Review source documents (c)					

0153	II.2k.(1)b. Prepare demand letter (c)					

0154	II.2k.(1)c. Process settlement (c)					

0155	III. Supervision & Training					

0156	III.3a. Comprehend the purpose and procedures utilized in orienting new personnel to the legal office and assigning duties commensurate to their abilities. STS: 2a-2f Meas: W					

I0471	Maintain administrative files	39	53	58	51	50
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	8	44	84	22	49
K0487	Conduct on-the-job training (OJT)	33	66	79	49	64
K0488	Counsel trainees on training progress	14	56	84	31	58
K0489	Determine training requirements	16	59	89	33	59
L0505	Assign personnel to work areas or duty positions	4	45	79	17	51
L0513	Conduct supervisory orientations for newly assigned personnel	7	50	79	22	49
L0516	Determine or establish work assignments or priorities	17	63	89	37	63

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

L0521	Develop or establish work methods or procedures	14	47	79	27	49
L0527	Establish performance standards for subordinates	7	49	84	23	48

0157	III.3a.(1) Supervisor's job and responsibilities (B)					
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0158	III.3a.(2) Assign duties to personnel (c)					
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0159	III.3a.(3) Orient new personnel (c)					
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0160	III.3a.(4) Plan work assignments (c)					
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0161	III.3a.(5) Schedule work assignments (c)					
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0162	III.3a.(6) Establish (c)					
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0163	III.3a.(6)a. Work Methods					
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0164	III.3a.(6)b. Controls					
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0165	III.3a.(6)c. Performance Standards					
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Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0166 III.3b. Comprehend the purpose and procedures
utilized in developing performance standards and
evaluating personnel in meeting those standards.
STS: 2g-2j Meas: W

L0511	Conduct supervisory performance feedback sessions	9	54	89	24	57
L0531	Evaluate personnel for compliance with performance standards	7	49	84	25	46
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	6	49	84	22	46
L0536	Initiate actions required due to substandard performance of personnel	2	40	68	16	39
L0537	Inspect personnel for compliance with military standards	14	52	84	29	50

0167 III.3b.(1) Evaluate work performance of subordinate
personnel (c)

0168 III.3b.(2) Resolve technical problems of
subordinate personnel (c)

0169 III.3b.(3) Counsel personnel (c)

0170 III.3b.(4) Correct substandard performance of (1.5)
subordinates (c)

0171 III.3c. Comprehend the purpose and methods utilized
in performing enlisted performance report feedback.
STS: 2m Meas: W/P

L0511	Conduct supervisory performance feedback sessions	9	54	89	24	57
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Task Title

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0172 III.3c.(1) Conduct EPR feedback (3c)

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0173 III.3d. Comprehend the purpose and procedures
utilized in mentorship. STS: 2n Meas: W

0174 III.3d.(1) Mentorship (B)

0175 III.3e. Using the CFE & TP, apply the principles,
methods, and standards of AFI 36-2201 to a
hypothetical office scenario to determine
appropriate training needs. STS: 3a Meas: PC

I0471 Maintain administrative files

39

53

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K0484 Brief personnel concerning training programs, such as
Career Field Education and Training Plans (CFETPs) or
Career Development Courses (CDCs)

8

44

84

22

49

K0487 Conduct on-the-job training (OJT)

33

66

79

49

64

K0488 Counsel trainees on training progress

14

56

84

31

58

K0489 Determine training requirements

16

59

89

33

59

K0496 Evaluate effectiveness of training programs, plans, or
procedures

4

26

79

11

31

K0497 Evaluate progress of trainees

10

51

79

29

50

K0501 Prepare job qualification standards (JQSs)

2

22

26

9

19

0176 III.3e.(1) Determine need for training (3c)

2.5

0177 III.3f. Apply the principles, methods and standards
of the enlisted specialty training program to a
hypothetical office scenario to ensure proper
operation of the program. STS: 3b-3f Meas: PC

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Task Title

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0178 III.3f.(1) Plan and supervise EST

0179 III.3f.(1)a. Prepare job qualification standards
(3c)

0180 III.3f.(1)b. Conduct Training (3c)

0181 III.3f.(1)c. Counsel trainees on their progress (c)

0182 III.3f.(1)d. Monitor effectiveness of training

0183 III.3f.(1)a.1. Career (c)

0184 III.3f.(1)a.2. Job proficiency upgrade (c)

0185 III.3f.(1)a.3. Qualification (c)

0186 III.3f.(2) Maintain training records (3c)

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Task Title

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0187 III.3f.(3) Evaluate effectiveness of training
programs (C)

0188 III.3f.(4) Recommend Personnel for training (C)

0189 III.3f.(5) Recommend personnel for upgrade (C)

0190 III.3g. Without reference, identify procedures used (2.5)
in conflict resolution. STS: 4i Meas: W

0191 III.3g.(1) Conflict Resolution (C)

0192 IV. Civil Law

0193 IV.4a. Apply the principles of AFI 36-3208 to a (4.0)
hypothetical discharge file to determine
appropriate basis for discharge, the documents in
support of that basis and legal sufficiency.
STS: 10a(1) Meas: W

0194 IV.4a.a. Process Enlisted Discharges (c)

A0011 Coordinate adverse actions with base agencies
A0019 Hand-carry priority communications or documents to
internal action offices

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0054	Compile administrative involuntary discharge files	18	17	5	19	13
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	19	20	11	19	20
C0209	Process discharges or resignations in lieu of courts-martial	19	13	5	17	13
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	18	7	0	14	7

0195 IV.4b. Analyze the procedures that determine (3.0)
whether an airman should be processed for discharge
by an administrative discharge board. STS: 10a(5)
Meas: W

A0011	Coordinate adverse actions with base agencies	36	31	37	33	36
A0019	Hand-carry priority communications or documents to internal action offices	30	50	42	38	51
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0102	Procure board members for administrative discharge boards	10	7	0	7	7
B0104	Provide support for administrative discharge boards	18	15	11	17	17
C0148	Notify participants of courts-martial or boards	33	19	0	26	21
C0220	Procure court-martial or board members	24	20	0	19	18

0196 IV.4b.a. Administrative Discharge Boards (3c)

0197 IV.4c. Comprehend the basic duties of an assistance
government representative in an administrative
board. STS: 10a(3) Meas: W

B0108	Serve as assistant government representative during administrative discharge boards	2	2	0	2	1
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0198 IV.4c.a. Perform duties of an assistant government
representative (2c)

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0199	IV.4d. Apply the principles of AFI 36-3208 to a hypothetical discharge action in preparing and writing a legal review. STS: 10a(2) Meas: PC	(3.0)				
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0200	IV.4d.a. Prepare legal reviews (3c)					
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A0011	Coordinate adverse actions with base agencies	36	31	37	33	36
A0019	Hand-carry priority communications or documents to internal action offices	30	50	42	38	51
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	19	20	11	19	20

0201	IV.4e. Analyze steps and procedures for processing officer separations. STS: 10a(4)					
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0202	IV.4e.a. Officer separation procedures (C)					
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A0011	Coordinate adverse actions with base agencies	36	31	37	33	36
A0019	Hand-carry priority communications or documents to internal action offices	30	50	42	38	51
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	19	20	11	19	20
C0209	Process discharges or resignations in lieu of courts-martial	19	13	5	17	13
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	18	7	0	14	7

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0203 IV.4f. Comprehend the basic purpose, rules, and
procedures for Article 138 complaints, Unfavorable
Information Files, control rosters, and weight
management programs. STS: 10b(4,5,6,7) Meas: W

0204 IV.4f.(1) Draft adverse administrative actions
legal reviews

A0011	Coordinate adverse actions with base agencies	36	31	37	33	36
A0019	Hand-carry priority communications or documents to internal action offices	30	50	42	38	51
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0066	Prepare miscellaneous legal reviews	25	37	21	34	37
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	4	5	5	7	4
C0246	Review unfavorable information files (UIFs)	30	16	0	24	16

0205 IV.4f.(1)a. Article 138, UCMJ, complaints (c) (1.0)

0206 IV.4f.(1)b. Unfavorable Information File (UIF) (c)

0207 IV.4f.(1)c. Control Roster (c)

0208 IV.4f.(1)d. Weight Management Program (c)

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0209 IV.4h. Identify distinguishing facts related to the
various civil law programs and directives.
STS: 10d(5,6,7 &10) Meas: W

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0055	Conduct internal investigations concerning environmental law issues	1	2	0	0	3

0210 IV.4h.a. Environmental Law (1.0)

B0055	Conduct internal investigations concerning environmental law issues	1	2	0	0	3
B0057	Conduct surveys concerning environmental law issues	1	1	0	1	1
B0060	Conduct external investigations concerning environmental law issues	0	1	0	0	1
B0066	Prepare miscellaneous legal reviews	25	37	21	34	37
B0070	Prepare and review responses concerning environmental law issues	1	2	0	1	1
B0084	Prepare or review litigation reports	3	6	0	6	4

0211 IV.4h.a.1. Basic Terminology (B)

0212 IV.4h.a.2. Litigation Support (B)

0213 IV.4h.b. Contract Law (1.0)

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0066	Prepare miscellaneous legal reviews	25	37	21	34	37
B0094	Process contracts	1	2	0	3	1
H0425	Analyze issues, such as deployment, contracting, or fiscal law	4	14	42	10	14

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0214 IV.4h.b.1. Basic Terminology (B)-----
0215 IV.4h.b.2. Basic Legal Reviews (B)-----
0216 IV.4h.c. Labor Law (1.0)A0048 Search directives, files, or legal references for
information, such as opinions or decisions

55

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66

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B0066 Prepare miscellaneous legal reviews

25

37

21

34

37

B0084 Prepare or review litigation reports

3

6

0

6

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0217 IV.4h.c.1. Basic labor Law terminology (B)-----
0218 IV.4h.c.2. processing case files (B)-----
0219 IV.4h.d. Fiscal Law (1.0)H0425 Analyze issues, such as deployment, contracting, or
fiscal law

4

14

42

10

14

0220 IV.4h.d.1. Authority to spend US funds (B)-----
0221 IV.4i. Identify the principles used to establish a (2.0)
tax program. STS: 8g(1) Meas: W

A0001 Administer client questionnaires

44

35

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A0003 Brief or assist clients in filing electronic income
tax returns

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

A0004	Brief or assist clients on preparation of income tax returns	8	15	11	11	19
A0006	Compile statistical data	60	78	89	70	80
A0020	Initiate requisitions for equipment, supplies, forms, or publications	32	51	68	46	54
L0544	Prepare contract requests for tax services	1	10	47	3	16

0222 IV.4i.(1) Legal Assistance and Administration

0223 IV.4i.(1)a. Tax assistance program

0224 IV.4i.(1)a.1. Establish program (c)

0225 IV.4j. Comprehend the purpose and operation of the (1.25)
Air Force Quality Force Management Program and the
judge advocate's/paralegal's role in the program.
STS: 10b(8) Meas: W

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0066	Prepare miscellaneous legal reviews	25	37	21	34	37

0226 IV.4j.(1) Draft adverse administrative actions
legal reviews

0227 IV.4j.(1)a. Quality Force Management

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0228 IV.4k. Apply the appropriate Air Force Quality
Force Management tools to hypothetical scenarios.
STS: 10(8) Meas: W

A0048 Search directives, files, or legal references for
information, such as opinions or decisions

55

66

74

66

66

B0066 Prepare miscellaneous legal reviews

25

37

21

34

37

D0260 Prepare or review administrative actions, such as
Letters of Reprimand (LORs), Letters of Admonishment
(LOAs), and Letters of Counseling (LOCs)

20

13

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0229 IV.4k.(1) Draft adverse administrative actions
legal reviews

0230 IV.4k.(1)a. Quality Force Management (C)

0231 IV.4l. Comprehend the substantive requirements and
applicability of the development and use of
contingency and emergency plans. STS: 10d(4)
Meas: W

H0435 Coordinate mobility or contingency requirements with
appropriate agencies

3

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H0445 Maintain base OPLAN files

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8

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L0546 Review mobility, contingency, disaster preparedness,
or unit emergency or alert plans

4

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0232 IV.4l.(1) Review and/or draft contingency/emergency
plans

0233 IV.4l.(1)a. Contingency (c)

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0234	IV.4l.(1)b. Emergency (c)					
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0235	IV.4m. Analyze and apply the necessary principles to hypothetical enlisted demotions, line of duty determination, and report of survey in preparing and writing a legal review. STS: 10b(1-3) Meas: PC					
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0236	IV.4m.(1) Draft Adverse administrative actions legal reviews					
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
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0237	IV.4m.(1)a. Enlisted demotions (3c)					
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B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	19	20	11	19	20
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0238	IV.4m.(1)b. Line of Duty Determinations (3c)					(4.0)
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B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	11	16	5	15	13
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0239	IV.4m.(1)c. Report of Survey (3c)					(3.5)
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B0078	Prepare or review legal reviews of reports of survey	9	17	11	17	13
D0279	Prepare or review report of survey determinations	9	4	5	10	7

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0240 IV.4n. Analyze and apply the necessary principles to hypothetical freedom of information act request, Privacy Act, aircraft and missile accident investigations, Ethics, and off-duty employment in preparing and writing a legal review.
STS: 10c(1,2,4,6,7) Meas: PC

A0048	Search directives, files, or legal references for information, such as opinions or decisions	55	66	74	66	66
B0066	Prepare miscellaneous legal reviews	25	37	21	34	37
D0284	Prepare or review responses to miscellaneous legal reviews	12	9	5	12	13

0241 IV.4n.(1) Draft administrative inquiries & investigative legal reviews

0242 IV.4n.(1)a. Freedom of Information Act Request (3c) (1.5)

B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	8	14	5	12	10
B0097	Process FOIA or Privacy Act requests	7	10	11	12	7

0243 IV.4n.(1)b. Privacy Act (3c)

B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	8	14	5	12	10
B0097	Process FOIA or Privacy Act requests	7	10	11	12	7

0244 IV.4n.(1)c. Aircraft & Missile accident investigations (3c)

B0050	Assist in aircraft or missile mishap investigations	7	8	5	6	9
B0084	Prepare or review litigation reports	3	6	0	6	4
B0098	Process general investigative reports	10	12	11	15	10

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF

0245	IV.4n.(1)d. Ethics violations (3c)	(1.5)				
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0246	IV.4n.(1)e. Off-duty employment (3c)					
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B0071	Prepare documentation for off-duty employment applications	18	27	26	21	28
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B0105	Review legal reviews of off-duty employment	11	17	21	18	17
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0247	IV.4o. Identify the basic principles of computer ethics and security. STS: 7c(13) Meas: W					
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A0026	Maintain office computer systems	32	41	58	41	46
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L0534	Implement safety or security programs	10	29	58	19	27
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0248	IV.4o.(1) Use personal computer					
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0249	IV.4o.(1)a. Computer Ethics and Security (B)	(1.0)				
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0250	IV.4p. Identify the basic functions of LIONS/RAMS. STS: 7c(708) Meas: W					
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0251	IV.4p.(1) Use personal computer					
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0252	IV.4p.(1)a. Legal Information On-Line System (LIONS) (C)	(1.0)				
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A0044	Retrieve data using computers	77	89	84	87	87
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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF
B0052	Assist in preparation of Legal Information Online System (LIONS)	35	36	26	35	38

0253	IV.4p.(1)b. Resource Allocation Management System (RAMS) (1.0)					
A0023	Inventory network resource allocation management system (NetRAMS)	27	34	68	35	39
A0044	Retrieve data using computers	77	89	84	87	87

0254	Tasks not referenced					
A0002	Answer customer service telephone calls	83	82	74	87	79
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	2	8	5	4	6
A0007	Compose or type administrative correspondence	80	86	89	89	87
A0008	Conduct client interviews, other than for preparation of simple wills	43	37	21	43	38
A0009	Conduct random spot-checks of law library	26	22	47	26	29
A0012	Develop local office programs for computers, such as spreadsheets	33	44	68	46	46
A0013	Dispose of law library publications	28	18	11	26	24
A0014	Dispose of obsolete or excess publications, other than law library	24	21	11	26	25
A0015	Dispose of unclassified files	41	46	26	46	44
A0016	Establish law library publications checkout procedures	17	13	5	17	16
A0017	Establish reading files	16	33	47	26	35
A0018	Follow up on submitted travel vouchers	32	49	74	43	49
A0021	Inventory equipment or supplies	37	48	63	49	50
A0022	Inventory law library publications	29	15	16	24	22
A0024	Log or suspense incoming correspondence	42	57	58	50	57
A0025	Maintain law library resources	29	15	0	24	20
A0027	Maintain suspense files of newly purchased materials	17	28	26	24	33
A0028	Make lodging or transportation arrangements	44	51	47	52	51
A0029	Post changes to publications	23	20	16	24	22
A0030	Prepare briefings, other than professional military education (PME) briefings	61	72	79	67	74
A0031	Prepare certificates of transfer	18	15	5	19	16
A0032	Prepare conference areas for briefings or meetings	43	60	63	53	63
A0033	Prepare letters of appointment	40	62	53	53	60
A0034	Prepare status reports on receipt or nonreceipt of publications	10	9	11	10	15
A0035	Prepare witness travel orders	26	25	11	24	23
A0036	Process administrative orders	27	46	37	36	43
A0037	Process congressional or high-level inquiries	6	15	26	8	16

A0038 Process incoming or outgoing electronic mail

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T Tsk		5-	7-	9-	49-96	97+
Y Nbr	Task Title	LVL	LVL	LVL	TICF	TICF
A0039	Procure nonstandard office supplies, such as foreign publications	4	13	11	11	10
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	24	37	42	30	40
A0041	Refer clients to other supportive agencies	64	67	53	65	70
A0042	Request building or grounds maintenance	20	43	58	28	46
A0045	Review suspense dates	52	73	89	66	74
A0046	Schedule conferences	20	40	58	29	46
A0047	Schedule office appointments	59	60	74	65	63
B0051	Assist in preparation of legal assistance cards	41	37	11	38	38
B0053	Brief clients on powers of attorney	62	65	47	63	60
B0056	Conduct preventive law briefings	18	24	16	23	24
B0058	Conduct will briefings	27	34	37	31	36
B0059	Conduct will executions	46	54	42	49	49
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2	5	0	1	6
B0062	Interview clients for preparation of simple wills	13	21	11	15	21
B0063	Maintain legal assistance records	33	31	16	33	32
B0064	Maintain notary logs	73	70	42	74	63
B0065	Notarize documents	77	74	53	76	68
B0067	Prepare simple wills	12	17	16	13	19
B0068	Prepare support documents for special security files	2	3	0	2	2
B0069	Prepare wills with trusts	3	4	0	3	4
B0072	Prepare or process documentation for decredentiaing boards	2	1	0	2	1
B0073	Prepare or review barment documents	14	13	11	17	12
B0074	Prepare or review dependent misconduct actions	7	9	5	12	8
B0075	Prepare or review general investigative reports	22	18	16	22	19
B0076	Prepare or review legal assistance reports	14	28	32	22	30
B0080	Prepare or review legal reviews of fundraising activities	9	18	11	15	15
B0081	Prepare or review legal reviews of private organizations	8	17	5	12	14
B0083	Prepare or review letters requesting financial disclosure statements	4	11	5	10	7
B0085	Prepare or review magistrate court documents	5	4	11	5	5
B0086	Prepare or review powers of attorney	64	68	37	64	61
B0087	Prepare or review preventive law bulletins	9	15	5	15	15
B0088	Prepare or review preventive law handbook factsheets	11	15	5	13	18
B0089	Prepare or review preventive law newsletters	8	14	21	14	14
B0090	Prepare or review preventive law newspaper articles	11	20	26	21	18
B0091	Prepare or review revocation documents	6	8	0	9	5
B0093	Process civilian real estate reimbursement claims	4	5	0	4	5
B0095	Process dependent misconduct actions	5	3	0	7	2
B0096	Process financial disclosure statements	3	7	0	6	4
B0099	Process requests for release of military personnel to civilian authorities	2	4	0	3	3

B0100	Process revocation actions	5	5	0	6	3
B0101	Process special security files	2	1	0	1	2

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Y Nbr	Task Title	LVL	LVL	LVL	TICF	
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					TICF	
B0103	Provide administrative support for flying evaluation boards (FEBs)	4	2	5	4	3
B0106	Review special security files	2	3	0	2	3
B0107	Schedule military law seminars	4	11	11	7	11
B0109	Verify eligibility of clients for legal assistance	52	55	47	56	46
B0110	Witness execution of wills	64	66	58	60	58
B0111	Witness signing of legal documents	63	67	53	63	58
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	18	15	11	21	11
C0114	Arrange for service appellate court decisions on accused	11	13	5	13	10
C0117	Authenticate court-martial orders	11	11	26	11	10
C0119	Compile Article 15, UCMJ, supportive evidence	30	22	16	26	18
C0120	Complete Article 15, UCMJ, processing checklist procedures	32	25	16	29	20
C0121	Complete court-martial processing checklist procedures	33	24	11	29	20
C0122	Conduct Article 137, UCMJ, briefings	20	22	11	22	19
C0123	Conduct First Term Airman Course (FTAC) briefings	30	24	11	28	23
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	18	21	5	19	16
C0125	Coordinate disposals of physical evidence with base agencies	14	13	5	14	10
C0126	Coordinate individual case dockets with defense council circuit	18	10	0	16	11
C0127	Coordinate preferral of charges on pretrial confinees with commanders	21	14	0	17	13
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	27	19	0	22	16
C0130	Coordinate witness fundings with appropriate agencies	28	28	21	28	26
C0131	Copy records of trial	25	20	5	21	18
C0132	Develop Article 15, UCMJ, processing checklists	23	20	5	21	16
C0133	Develop court-martial processing checklists	22	19	11	23	14
C0134	Dispose of physical evidence	14	11	0	14	9
C0138	Draft charges and specifications for court-martial actions	28	22	0	22	18
C0139	Edit AMJAMS products	34	31	16	31	27
C0140	Input AMJAMS data	39	34	11	34	28
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	31	29	16	26	23
C0144	Monitor status of DUI violations	14	12	5	13	11
C0145	Monitor urinalysis programs	7	6	0	7	5
C0151	Prepare administrative hold or release letters	31	21	5	25	16
C0152	Prepare advice on orders for rehearings	6	4	0	5	4
C0155	Prepare courtrooms for proceedings	31	22	11	24	20
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	22	18	0	19	14

C0161	Prepare requests for country clearances for witnesses	4	4	0	6	4
C0163	Prepare trial folders	34	19	0	26	19
C0164	Prepare witness payment vouchers	25	20	5	22	17

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Y Nbr	Task Title	LVL	LVL	LVL	TICF	
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					TICF	
C0166	Prepare or process releases for court-martial or board members	24	21	0	22	19
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	25	21	0	23	19
C0168	Prepare or review amendments to court-martial convening orders	25	24	11	25	19
C0169	Prepare or review applications for relief under Article 69, UCMJ	11	8	0	13	6
C0180	Prepare or review certificates of correction	14	14	5	13	12
C0181	Prepare or review convening authority actions on individual military defense counsel requests	17	12	11	15	8
C0184	Prepare or review court-martial convening orders	28	31	32	29	26
C0186	Prepare or review DD Forms 2707 (Confinement Order)	29	24	5	26	16
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	22	22	5	20	16
C0189	Prepare or review DD Forms 458 (Charge Sheet)	35	30	21	31	24
C0190	Prepare or review delay requests	31	20	11	33	15
C0193	Prepare or review flimsies	29	20	0	25	17
C0195	Prepare or review invitational travel orders	24	31	21	24	26
C0196	Prepare or review letters concerning submission of matters to convening authority	27	24	11	26	17
C0198	Prepare or review proposed court-martial member lists	28	27	26	26	24
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	8	9	0	11	5
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	11	14	0	15	9
C0201	Prepare or review serious incident reports (SIRs)	18	25	11	22	19
C0204	Prepare or review supplementary court-martial orders	20	21	26	22	18
C0212	Process post-trial materials submitted by accused	27	19	5	24	17
C0214	Process requests for individual military defense counsel	20	10	0	19	10
C0217	Process witness payment vouchers	22	21	0	19	18
C0219	Procure convening authority approval of expert witnesses	20	21	5	21	15
C0223	Procure and brief individuals for bailiff duties	27	20	5	23	17
C0224	Report data on DUI violations	13	11	11	14	10
C0225	Request civilian witnesses for courts-martial	28	20	5	22	19
C0227	Request military witnesses for courts-martial	32	19	5	26	20
C0228	Request records of prior disciplinary actions	36	23	0	28	22
C0229	Request reports on individual personnel (RIPs)	34	27	5	29	24
C0230	Request witness fundings	26	23	5	22	21
C0232	Review allied papers for insertion in records of trial	20	18	5	20	17
C0234	Review appointment or assumption of command orders with appropriate agencies	20	22	11	21	17
C0235	Review charge sheets for accuracy and completeness	33	31	16	29	30
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	30	28	16	28	22
C0238	Review court-martial or board member information	28	24	5	25	20

C0239 Review Daily Register of Transactions on military
 justice actions

11 11 0 12 8

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T Tsk		5-	7-	9-	49-96	
Y Nbr	Task Title	LVL	LVL	LVL	TICF	
					97+	
					TICF	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	20	24	16	23	22
C0243	Review RIPs for courts-martial	31	25	11	29	20
C0245	Review trial briefs	7	5	5	8	4
C0248	Serve records of trial on accused	25	19	0	22	14
C0249	Serve subpoenas on witnesses	16	10	0	13	9
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	28	19	0	21	15
C0253	Verify availability of court-martial or board members	27	20	0	21	17
D0254	Compile investigative materials	26	10	5	19	16
D0255	Conduct initial reviews of adverse actions	20	9	0	14	14
D0256	Coordinate case loads with base law office personnel	15	13	26	16	15
D0257	Coordinate individual case dockets with legal office or circuit courts	18	7	0	12	10
D0258	Establish eligibility of clients for defense services	17	6	11	13	11
D0259	Maintain defense counsel case dockets	12	2	0	9	7
D0261	Prepare or review Article 15 responses	26	8	5	18	10
D0262	Prepare or review case summary reports	12	5	0	10	5
D0264	Prepare or review client assistance records	12	6	5	12	7
D0265	Prepare or review client responses for discharge actions	18	4	0	13	8
D0266	Prepare or review client statements	18	6	0	15	7
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	13	5	0	12	6
D0268	Prepare or review defense paralegal (DP) training reports	9	5	21	8	10
D0269	Prepare or review deferment of forfeitures or reduction in grade	17	8	0	14	7
D0272	Prepare or review office activity reports	14	10	16	17	10
D0273	Prepare or review petitions for new trials	4	3	0	4	2
D0274	Prepare or review petitions for rehearings	3	2	0	4	1
D0275	Prepare or review petitions for reviews by courts of military appeals	3	3	0	4	1
D0276	Prepare or review post-trial clemency evaluations	17	7	0	13	6
D0278	Prepare or review reenlistment denials	10	4	0	10	5
D0280	Prepare or review requests for deferment of confinement	16	5	0	14	6
D0281	Prepare or review requests for delay actions	19	7	0	16	8
D0283	Prepare or review requests for individual military defense counsel	10	5	0	9	4
D0287	Prepare or review withdrawals of petitions for reviews	5	3	0	5	4
D0288	Prepare or review witness affidavits	14	7	0	12	7
D0289	Process request for defense witnesses	17	5	0	12	9
D0290	Schedule client appointments	24	13	11	21	16
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	19	7	0	14	7
D0292	Assemble documentation for administrative board	14	5	0	8	8

	actions					
E0294	Assemble documentation for collateral investigations	6	1	0	4	2
E0295	Assemble documentation FEB actions	2	1	0	3	1

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T Tsk Y Nbr	Task Title	5- LVL	7- LVL	9- LVL	49-96 TICF	97+ TICF
E0296	Assemble documentation for miscellaneous proceedings	10	5	0	8	6
E0297	Assemble records of trials	19	14	0	13	14
E0298	Authenticate records of trials	4	3	0	3	3
E0299	Maintain court files or tapes	9	7	0	6	7
E0300	Maintain court reporter logs	2	2	0	1	5
E0301	Mark exhibits	29	11	0	20	16
E0302	Prepare or review court reporter chronologies	7	7	0	5	9
E0303	Procure photographs of physical evidence	22	8	0	12	13
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AAIBs)	3	2	0	2	2
E0305	Record proceedings	2	4	0	1	5
E0306	Set up court reporting equipment	5	8	0	3	11
E0307	Transcribe proceedings	3	4	0	2	7
E0308	Transcribe summarized records of trials	2	2	0	1	6
E0309	Transcribe verbatim records of trials	2	3	0	1	7
F0310	Adjudicate claims	33	24	16	28	20
F0314	Assemble claims files	32	23	5	26	19
F0316	Assert carrier recovery claims	32	24	11	27	19
F0319	Brief claimants on claims filing procedures	33	27	21	30	23
F0320	Close out claims	31	25	11	27	19
F0321	Conduct claims inspections	33	22	5	26	19
F0326	Develop claims checklists	22	18	16	21	16
F0337	Perform follow-up actions on carrier recovery claims	28	25	11	26	19
F0340	Perform follow-up actions on incomplete mail-in claims	26	18	5	21	13
F0341	Perform follow-up actions on personnel claims	30	23	5	25	16
F0342	Perform Initial Response Team (IRT) duties	5	9	0	7	7
F0343	Pick up or turn-in items for salvage	11	8	5	11	8
F0344	Prepare carrier recovery claims for setoffs	28	21	11	26	16
F0345	Prepare claimant instruction packets	28	19	5	23	13
F0346	Prepare claims for transmittal	26	21	5	24	14
F0347	Prepare claims inspection memorandums	31	21	0	26	16
F0348	Prepare claims labels	31	22	5	25	16
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	27	22	5	24	15
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	32	25	5	26	19
F0355	Prepare requests for assistance from other agencies for claims administration inspections	12	11	0	10	9
F0356	Prepare salvage documents	10	7	5	10	7
F0360	Prepare vouchers for payment of claims	29	24	11	24	19
F0361	Prepare and process unearned transportation charges	23	19	0	21	15
F0363	Prepare or review demand on carrier or contractor	28	25	16	26	23
F0364	Prepare or review requests for claims funds	15	24	26	17	23
F0368	Process Article 139, UCMJ, claims	4	4	5	3	6
F0369	Process carrier recovery claims for settlements	28	22	16	26	16
F0370	Process carrier recovery insurance claims	20	18	11	17	13
F0372	Process claims payment vouchers	26	22	16	24	16

F0377	Process international agreement claims	3	4	0	5	1
F0380	Process personnel claims, other than for clothing	28	18	11	22	16
F0381	Process personnel clothing claims	26	15	11	19	13

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T Tsk		5-	7-	9-	49-96	
Y Nbr	Task Title	LVL	LVL	LVL	TICF	
					97+	
					TICF	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	30	20	11	25	16
F0383	Process rebuttals from carriers	30	24	16	27	19
F0384	Process reconsiderations from claimants	31	24	16	27	20
F0389	Process requests for partial payment	8	7	0	6	6
F0395	Review completed claims files prior to payment	24	25	16	24	24
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	23	19	5	24	16
F0397	Review direct procurement method (DPM) contracts	16	12	11	10	12
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	23	16	11	21	13
F0403	Verify identity of claimants	30	25	11	26	21
G0404	Assemble or maintain lists of local national attorneys	3	5	0	4	4
G0405	Assemble or maintain lists of trial observers	1	1	0	1	1
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	2	0	0	3	0
G0407	Conduct prison visits	2	1	0	3	1
G0408	Conduct service of processes	0	1	0	1	1
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	2	1	0	1	1
G0410	Determine jurisdiction of cases under SOFAs	2	2	0	3	2
G0411	Prepare reports on international agreements	2	1	0	3	0
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	1	1	0	2	0
G0413	Prepare vouchers for local national attorneys	1	2	0	3	1
G0414	Prepare or review case files on individuals charged in foreign courts	1	2	0	3	1
G0415	Prepare or review custody release certificates	0	0	0	0	0
G0416	Prepare or review foreign criminal jurisdiction reports	1	4	0	3	2
G0417	Prepare or review notices to court prosecutors of designated trial observers	1	1	0	2	1
G0418	Prepare or review reports on personnel confined in foreign penal institutions	0	2	0	2	1
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	1	2	0	2	1
G0420	Prepare or review trial observer reports	1	2	0	3	1
G0421	Process solatium payments with foreign parties	0	1	0	1	1
G0422	Procure local national attorneys	1	1	0	1	1
G0423	Schedule medical examinations for personnel confined in foreign countries	0	1	0	1	0
G0424	Schedule visits to personnel confined in foreign countries	1	1	0	2	0
H0426	Assign personnel to mobility or contingency positions	4	26	84	12	32
H0427	Assign personnel to Unit Type Code (UTC) taskings	3	24	84	12	29
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	14	28	42	22	27

H0429	Complete operations plan (OPLAN) sourcing requirements	2	7	37	6	10
H0430	Compute OPLAN requirements status listings	2	8	26	4	10
H0431	Conduct LOAC briefings	17	27	26	22	27

- 210 -

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T Tsk		5-	7-	9-	49-96	
Y Nbr	Task Title	LVL	LVL	LVL	TICF	
					97+	
					TICF	
H0432	Conduct mobility or deployment site surveys	3	7	32	5	10
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2	12	47	9	15
H0434	Coordinate exercise sourcing requirements with functional managers	2	12	47	8	15
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	2	15	74	11	18
H0437	Coordinate specific source of personnel requirements with appropriate agencies	3	15	42	10	15
H0438	Determine specific source of personnel requirements for deployment manning documents	3	14	47	9	14
H0439	Draft general orders	1	4	0	3	2
H0440	Draft or write mobility or deployment after-action reports	1	5	5	3	4
H0441	Evaluate compliance with LOAC	7	14	16	11	13
H0443	Maintain mobility equipment or supplies	10	23	32	18	19
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	3	13	42	8	14
H0446	Participate in wing operations or exercise planning meetings	7	19	58	12	20
H0447	Prepare budget contracts for foreign or tax law studies	0	3	0	1	2
H0448	Prepare deployment planning guides	2	7	26	4	6
H0449	Prepare equipment for deployments	7	18	37	14	16
H0450	Prepare Exercise Evaluation Team (EET) inputs	4	17	53	10	16
H0451	Prepare legal annexes to war plans	1	2	21	1	4
H0452	Prepare LOAC reports	7	15	11	13	12
H0453	Prepare mobility equipment or supplies for transport	7	15	16	12	13
H0454	Prepare or publish project pitfall letters	1	4	0	3	3
H0455	Prepare or review official duty certificates	0	1	0	1	1
H0456	Process classified materials or documents at deployed locations	2	4	0	2	4
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	5	12	16	11	7
H0458	Provide OPLAN requirements status listings to unit commanders	1	2	11	3	2
H0459	Request or distribute mobility requirements documents	4	8	26	7	7
H0460	Review UTC requirements	5	23	79	13	27
H0461	Review and analyze target folders	2	4	0	3	4
H0462	Review or update rules of engagement	5	7	0	6	4
I0463	Complete accident or incident reports	2	4	5	3	5
I0464	Destroy classified materials or documents	7	14	5	12	11
I0465	Establish or maintain accountability records for classified materials or documents	2	9	0	6	7
I0466	Identify and report suspected security compromises	6	17	21	17	10
I0467	Initiate classified reports, messages, or documents	2	6	0	4	5
I0468	Initiate or maintain standby reports or workbooks	5	20	47	15	20

pyramid recall rosters

I0469	Initiate requests for temporary duty (TDY) orders	14	36	42	22	38
I0470	Inventory classified materials or documents	3	9	11	9	7

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T Tsk			5-	7-	9-	49-96
Y Nbr	Task Title		LVL	LVL	LVL	TICF
I0472	Maintain or update status indicators, such as boards, graphs, or charts		18	29	42	25
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue		14	22	26	20
I0474	Write minutes of briefings, conferences, or meetings		7	17	21	10
J0475	Coordinate maintenance of equipment with appropriate agencies		18	29	53	22
J0476	Develop equipment checklists		10	12	26	12
J0477	Evaluate serviceability of equipment, tools, parts, or supplies		18	29	58	22
J0478	Identify and report equipment or supply problems		23	38	58	33
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies		15	28	37	24
J0480	Maintain documentation on items requiring periodic inspections or calibrations		6	8	16	8
J0481	Maintain organizational equipment or supply records		15	29	37	26
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies		22	33	32	30
K0483	Administer or score tests		4	19	42	10
K0485	Complete student entry or withdrawal forms		2	9	11	3
K0486	Conduct formal course classroom training		3	9	5	4
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)		4	15	21	6
K0491	Develop training programs, plans, or procedures		11	38	79	21
K0492	Develop written tests		4	12	26	8
K0493	Develop or procure training materials or aids		11	35	74	19
K0494	Establish or maintain study reference files		8	24	42	12
K0495	Evaluate training methods or techniques of instructors		2	13	37	8
K0498	Inspect training materials or aids for operation or suitability		5	20	37	10
K0499	Maintain training records or files		20	57	79	35
K0500	Personalize lesson plans		8	23	32	14
K0502	Process completed retraining package		0	23	63	8
K0503	Write training reports		5	11	42	9
L0504	Annotate time and attendance sheets for civilian employees		4	28	79	13
L0506	Assign sponsors for newly assigned personnel		2	30	74	10
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops		12	44	84	24
L0508	Conduct safety and security briefings		8	31	37	18
L0509	Conduct self-inspections or self-assessments		18	49	79	35
L0510	Conduct staff assistance visits, inspections, or audits		8	20	58	13
L0512	Conduct safety inspections of equipment or facilities		9	26	58	17
L0514	Counsel subordinates concerning personal matters		9	63	84	28
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or		9	41	84	22

workspace

L0517 Develop organizational or functional charts
L0518 Develop resource protection programs

2	21	74	9	25
1	17	53	8	18

- 212 -

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T Tsk		5-	7-	9-	49-96
Y Nbr	Task Title	LVL	LVL	LVL	TICF
L0519	Develop self-inspection or self-assessment program checklists	4	25	68	15
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	4	21	68	12
L0522	Develop or establish work schedules	8	48	74	21
L0523	Draft host-tenant or interservice agreements	0	2	11	1
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	0	12	21	6
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	3	21	53	13
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	5	27	63	15
L0529	Evaluate inspection report findings or inspection procedures	6	21	68	13
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	8	24	47	17
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	5	25	63	16
L0535	Initiate personnel action requests	3	33	79	10
L0538	Interpret policies, directives, or procedures for subordinates	8	53	84	27
L0539	Interview potential paralegal retrainees	5	40	74	19
L0541	Manage IMPAC card programs	16	39	84	27
L0542	Perform personnel hiring procedures	1	27	58	8
L0543	Plan layouts of facilities	4	21	74	10
L0545	Prepare recommendation or non-recommendation retraining package	1	31	79	10
L0547	Review written tests	2	11	26	4
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	1	18	37	10
L0549	Safeguard written tests	2	7	11	5
L0550	Schedule personnel TDY assignments, leaves, or passes	7	44	84	21
L0551	Write inspection reports	7	21	42	12
L0552	Write job or position descriptions	2	31	74	10
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	0	15	53	7
L0554	Write or indorse civilian performance appraisals	0	25	63	6
L0555	Write or indorse military performance reports	9	60	84	26
L0556	Write recommendations for awards or decorations	9	64	89	28
L0557	Write replies to inspection reports	4	24	68	11

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All Tasks Within Range S.D.	Max	Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557
3	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
4	F0058	GP0058/PMP	All DAFSC 5J0X1 AD Amn in USAFE with 1-48 Mos TICF	15	13.70	14.91	86.67	.00	557
5	F0059	GP0059/PMP	All DAFSC 5J0X1 AD Amn in AETC with 1-48 Mos TICF	33	19.19	16.73	87.88	.00	557
6	F0060	GP0060/PMP	All DAFSC 5J0X1 AD Amn in PACAF with 1-48 Mos TICF	13	14.78	15.90	84.62	.00	557
7	F0063	GP0063/PMP	All DAFSC 5J0X1 AD Amn in ACC with 1-48 Mos TICF	37	17.94	15.89	89.19	.00	557
8	F0064	GP0064/PMP	All DAFSC 5J0X1 AD Amn in AMC with 1-48 Mos TICF	25	20.61	16.44	84.00	.00	557
9	F0065	GP0065/PMP	All DAFSC 5J0X1 AD Amn in AFMC with 1-48 Mos TICF	15	18.99	17.04	80.00	.00	557

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All Tasks Within Range S.D.	Max	Min	----- Valid
10	F0066	GP0066/PMP	All DAFSC 5J0X1 AD Amn in AFSPC with 1-48 Mos TICF	19	17.92	16.15	89.47	.00	557
11	F0067	GP0067/PMP	All DAFSC 5J0X1 AD Amn in AFLSA with 1-48 Mos TICF	12	11.19	16.95	91.67	.00	557

STS 5J0X1, Paralegal, dated August 1999, is presented below with matched job inventory tasks and occupational survey data.

STS items are listed below the dotted line, followed by a listing of matched tasks. Pertinent survey data are printed to the right of each task. This printout is extremely useful during utilization and training workshops (U&TWs) to validate STS content and in determining appropriate training codes for STS items. In addition, tasks which were not matched to any STS item are listed in a "Tasks Not Referenced" section at the end of the printout. These unreferenced tasks should be carefully reviewed to identify new areas which may warrant inclusion in the STS. For assistance in interpretation of this printout, contact AFOMS/OMYO, at DSN 487-6811.

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0001 STS 5J0X1, PARALEGAL, dated Aug 99

0002 1. CAREER LADDER PROGRESSION

0003 1.a. Progressions in career ladder 5J0X1 B - -

0004 1.b. Duties of AFSCs 5J0X1/5J000 B - -

0005 1.c. Career Field Education and Training - A C

K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	1.75	9	7	0	0	14	20	13	11	0
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0006 1.d. TJAG Department -

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0007	1.d.(1) Paralegal History	A	B	-							
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0008	1.d.(2) Awards and Recognition	-	A	-							
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0009	2. SUPERVISION										
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0010	2.a. Supervisor's job and responsibilities	-	-	B							
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K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	1.75	9	7	0	0	14	20	13	11	0
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	1.11	12	13	9	15	11	20	7	16	8
L0537	Inspect personnel for compliance with military standards	2.08	16	13	15	23	22	24	7	11	8
L0538	Interpret policies, directives, or procedures for subordinates	1.61	11	7	9	15	11	20	7	11	8
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	9	0	3	0	11	20	13	5	17

0011	2.b. Assign duties to personnel	-	-	c							
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A0024	Log or suspense incoming correspondence	3.06	34	7	33	31	35	48	40	32	42
L0505	Assign personnel to work areas or duty positions	1.89	6	0	0	0	14	8	7	11	0
L0506	Assign sponsors for newly assigned personnel	1.36	5	0	3	0	5	8	7	5	8

0012	2.c. Orient new personnel	-	-	c							
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L0513	Conduct supervisory orientations for newly assigned personnel	1.47	12	0	12	8	19	12	13	16	8
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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0013	2.d. Plan work assignments	-	-	c							
0014	2.e. Schedule work assignments	-	-	c							
L0522	Develop or establish work schedules	1.83	11	7	15	0	16	16	7	11	8
0015	2.f. Establish										
0016	2.f.(1) Work methods	-	-	c							
L0521	Develop or establish work methods or procedures	1.44	15	7	15	0	19	16	13	26	17
0017	2.f.(2) Controls	-	-	c							
L0521	Develop or establish work methods or procedures	1.44	15	7	15	0	19	16	13	26	17
0018	2.f.(3) Performance standards	-	-	c							
L0527	Establish performance standards for subordinates	2.17	11	7	12	8	19	16	7	11	0
L0531	Evaluate personnel for compliance with performance standards	1.75	11	7	9	15	14	12	7	16	8
0019	2.g. Evaluate work performance of subordinate personnel	-	-	c							
K0495	Evaluate training methods or techniques of instructors	1.22	3	7	0	0	3	8	7	0	0
L0531	Evaluate personnel for compliance with performance standards	1.75	11	7	9	15	14	12	7	16	8
L0555	Write or indorse military performance reports	2.31	13	7	15	8	16	24	7	16	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0020	2.h. Resolve technical problems of subordinate personnel	-	-	c							
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0021	2.i. Counsel personnel	-	-	c							
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L0511	Conduct supervisory performance feedback sessions	2.08	13	7	18	8	19	12	7	21	0
L0514	Counsel subordinates concerning personal matters	2.36	15	13	18	15	19	12	13	21	0

0022	2.j. Correct substandard performance of subordinates	-	-	c							
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L0536	Initiate actions required due to substandard performance of personnel	1.67	6	0	6	8	8	8	7	11	0
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0023	2.k. Maintain civilian employee records	-	-	-							
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L0504	Annotate time and attendance sheets for civilian employees	1.36	4	0	0	0	3	8	7	11	8
L0552	Write job or position descriptions	2.00	6	7	3	8	5	8	7	5	8
L0554	Write or indorse civilian performance appraisals	1.75	2	0	0	0	3	4	7	5	0

0024	2.l. Conduct self-inspections/assessments	-	A	-							
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L0509	Conduct self-inspections or self-assessments	2.25	17	20	15	8	14	16	13	37	25
L0519	Develop self-inspection or self-assessment program checklists	1.61	6	7	3	0	8	12	7	5	8
L0529	Evaluate inspection report findings or inspection procedures	.94	6	0	3	15	3	8	13	5	17

0025	2.m. Conduct EPR feedback	-	-	3c							
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L0511	Conduct supervisory performance feedback sessions	2.08	13	7	18	8	19	12	7	21	0
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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0026	2.n. Mentorship	-	-	B							
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0027	3. TRAINING										
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0028	3.a. Determine need for training	-	-	3c							
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K0489	Determine training requirements	2.31	17	7	12	8	24	24	27	21	8
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0029	3.b. Plan and supervise EST										
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0030	3.b.(1) Prepare job qualification standards	-	-	3c							
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K0501	Prepare job qualification standards (JQSS)	1.97	5	7	3	0	3	4	7	11	8
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0031	3.b.(2) Conduct training	-	-	3c							
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K0487	Conduct on-the-job training (OJT)	3.00	30	27	30	15	35	48	27	26	17
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0032	3.b.(3) Counsel trainees on their progress	-	-	c							
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K0488	Counsel trainees on training progress	2.06	12	7	9	0	19	24	13	11	0
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K0497	Evaluate progress of trainees	1.86	10	7	6	0	14	20	13	11	0
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0033	3.b.(4) Monitor effectiveness of training										
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D	T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr			EMP	1-48	FE		AF				PC	SA
0034	3.b.(4)(a)	Career	-	-	c							
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	7	7	6	0	8	8	7	21	0
0035	3.b.(4)(b)	Job proficiency upgrade	-	-	c							
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	7	7	6	0	8	8	7	21	0
0036	3.b.(4)(c)	Qualification	-	-	c							
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	7	7	6	0	8	8	7	21	0
0037	3.c.	Maintain training records	-	-	3c							
K0499	Maintain training records or files		2.33	20	7	12	15	30	20	27	37	8
0038	3.d.	Evaluate effectiveness of training programs	-	-	C							
K0496	Evaluate effectiveness of training programs, plans, or procedures		1.31	7	7	6	0	8	8	7	21	0
0039	3.e.	Recommend personnel for training	-	-	C							
0040	3.f.	Recommend personnel for upgrade	-	-	C							

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0041 4. LAW OFFICE MANAGEMENT

0042 4.a. Law Office Management Organization - - -

0043 4.b. Manpower - - -

H0459	Request or distribute mobility requirements documents	1.75	4	0	3	0	5	4	13	0	0
H0460	Review UTC requirements	1.78	6	0	6	8	5	12	13	0	0

0044 4.c. Personnel Issues - - -

D0268	Prepare or review defense paralegal (DP) training reports	2.42	5	0	6	0	3	0	7	5	33
L0505	Assign personnel to work areas or duty positions	1.89	6	0	0	0	14	8	7	11	0
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	2.11	11	7	12	15	16	16	7	11	0
L0535	Initiate personnel action requests	1.36	6	0	6	0	8	12	7	5	8
L0539	Interview potential paralegal retrainees	1.83	9	7	3	0	16	16	7	11	0
L0542	Perform personnel hiring procedures	1.72	2	0	0	0	3	4	0	5	0
L0545	Prepare recommendation or non-recommendation retraining package	2.14	6	7	3	0	11	4	7	16	0
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	9	0	3	0	11	20	13	5	17

0045 4.d. Resource Management

0046 4.d.(1) Budget - - -

A0018	Follow up on submitted travel vouchers	1.78	27	20	27	0	24	36	27	32	50
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	23	13	30	15	16	24	7	26	58
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	21	20	27	8	22	12	7	21	42

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL	
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	2.03	13	7	18	8	16	8	7	16	25	
L0524	Draft or review budget requirements	2.28	7	7	3	0	8	8	13	5	25	
L0541	Manage IMPAC card programs	1.69	12	0	6	8	11	20	20	5	42	
L0544	Prepare contract requests for tax services	1.89	1	0	0	0	3	4	0	0	0	
0047	4.d.(2) Facilities	-	-	-								
A0042	Request building or grounds maintenance	.83	18	13	12	31	8	28	27	11	42	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	2.03	13	7	18	8	16	8	7	16	25	
L0518	Develop resource protection programs	1.03	3	0	3	0	3	4	7	5	0	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	1.36	6	7	9	8	3	8	7	5	8	
L0543	Plan layouts of facilities	1.53	3	0	3	0	3	4	7	5	8	
L0544	Prepare contract requests for tax services	1.89	1	0	0	0	3	4	0	0	0	
0048	4.d.(3) Equipment and Supplies	-	-	-								
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	23	13	30	15	16	24	7	26	58	
A0021	Inventory equipment or supplies	1.08	29	20	30	15	22	28	20	37	67	
A0026	Maintain office computer systems	2.28	25	7	33	23	19	24	27	26	58	
A0027	Maintain suspense files of newly purchased materials	1.39	11	7	6	8	5	20	27	5	33	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	21	20	27	8	22	12	7	21	42	
H0443	Maintain mobility equipment or supplies	2.64	12	7	9	31	8	20	13	11	0	
J0475	Coordinate maintenance of equipment with appropriate agencies	1.78	13	7	6	15	11	16	13	16	42	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	1.64	13	0	6	15	11	16	7	16	50	
J0478	Identify and report equipment or supply problems	1.81	17	7	6	15	14	16	20	26	50	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	1.86	10	7	6	15	8	4	7	16	33	
J0481	Maintain organizational equipment or supply records	1.86	12	7	6	8	8	12	7	21	42	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	1.64	18	27	9	8	8	32	13	16	50	
L0518	Develop resource protection programs	1.03	3	0	3	0	3	4	7	5	0	
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	1.17	8	7	6	8	5	12	13	5	17	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	1.36	6	7	9	8	3	8	7	5	8	
L0544	Prepare contract requests for tax services	1.89	1	0	0	0	3	4	0	0	0	

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T Tsk					TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title				EMP	1-48	FE		AF				PC	SA

0049	4.e. Recognition programs	-	-	-										
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	2.11	11	7	12	15	16	16	7	11	0			
L0556	Write recommendations for awards or decorations	2.19	13	7	15	15	16	16	7	16	0			

0050	4.f. Wartime tasking	-	-	-										
H0426	Assign personnel to mobility or contingency positions	2.17	5	0	0	8	8	8	13	5	0			
H0427	Assign personnel to Unit Type Code (UTC) taskings	2.28	5	0	0	8	8	4	13	5	0			
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2.14	2	0	0	0	5	4	7	0	0			
H0434	Coordinate exercise sourcing requirements with functional managers	1.92	3	0	0	0	5	4	13	0	0			
H0435	Coordinate mobility or contingency requirements with appropriate agencies	2.19	5	0	3	8	3	8	13	0	0			
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	3	0	3	8	3	4	13	0	0			
H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	4	0	0	8	5	4	13	5	0			
H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	3	0	0	8	3	4	13	0	0			
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	1.97	5	0	0	8	5	8	7	5	0			
H0449	Prepare equipment for deployments	2.97	7	7	3	15	5	20	13	0	0			
H0459	Request or distribute mobility requirements documents	1.75	4	0	3	0	5	4	13	0	0			
H0460	Review UTC requirements	1.78	6	0	6	8	5	12	13	0	0			

0051	4.g. Motivational	-	-	-										

0052	4.h. Office Management Problems/Problem Solving	-	-	-										

0053	4.i. Conflict Resolution	-	-	C										

D	T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title		EMP	1-48	FE		AF				PC	SA
0054	4.j. Setting expectations	- - -										
L0511	Conduct supervisory performance feedback sessions		2.08	13	7	18	8	19	12	7	21	0
L0514	Counsel subordinates concerning personal matters		2.36	15	13	18	15	19	12	13	21	0
0055	4.k. NCO Leadership	- - -										
0056	4.l. Civilian personnel management	- - -										
0057	4.m. Paralegal issues	- - -										
H0432	Conduct mobility or deployment site surveys		2.08	3	0	3	0	3	4	13	0	0
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands		2.14	2	0	0	0	5	4	7	0	0
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)		1.89	3	0	3	8	3	4	13	0	0
H0437	Coordinate specific source of personnel requirements with appropriate agencies		1.86	4	0	0	8	5	4	13	5	0
H0438	Determine specific source of personnel requirements for deployment manning documents		1.89	3	0	0	8	3	4	13	0	0
0058	4.n. SJA and LOM relationship	- - -										
0059	4.o. Article 6, UCMJ, Visits											
0060	4.o.(1) Briefing	- - -										
A0030	Prepare briefings, other than professional military education (PME) briefings		1.75	55	53	55	31	68	52	67	47	58
A0032	Prepare conference areas for briefings or meetings		1.69	39	27	45	23	38	48	40	53	25

D	T Tsk	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	1.11	12	13	9	15	11	20	7	16	8

0061	4.o.(2) Protocol	-	-	-							

0062	5. SPECIFIC OPERATIONS SECURITY (OPSEC) VULNERABILITIES OF AFSC	A	-	-							
I0464	Destroy classified materials or documents	2.86	7	7	3	8	5	16	13	0	0
I0465	Establish or maintain accountability records for classified materials or documents	2.47	1	0	0	0	3	4	0	0	0
I0466	Identify and report suspected security compromises	2.92	6	0	0	15	5	8	13	5	0
I0467	Initiate classified reports, messages, or documents	1.64	1	0	0	0	3	4	0	0	0
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	1.42	7	0	6	0	5	20	0	11	17
I0470	Inventory classified materials or documents	2.50	1	0	0	0	0	4	0	0	0

0063	6. ETHICS	A	B	C							
B0096	Process financial disclosure statements	1.50	2	0	0	8	5	0	0	0	0

0064	7. LAW OFFICE ADMINISTRATION										

0065	7.a. Air Force Electronic Publications Library (AFEPL)	-	-	-							

0066	7.b. Law Library										

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0067	7.b.(1) Establish requirements for law publications										
A0016	Establish law library publications checkout procedures	1.72	10	0	12	0	5	12	20	11	8
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	23	13	30	15	16	24	7	26	58
A0027	Maintain suspense files of newly purchased materials	1.39	11	7	6	8	5	20	27	5	33
A0031	Prepare certificates of transfer	1.67	13	7	18	15	11	20	13	5	17
A0033	Prepare letters of appointment	2.25	34	27	33	23	30	44	40	37	50
A0034	Prepare status reports on receipt or nonreceipt of publications	1.19	4	7	0	0	3	4	0	5	8
0068	7.b.(2) Maintain shelflist cards										
I0471	Maintain administrative files	3.61	31	20	24	38	22	28	40	37	58
0069	7.b.(3) Post law publications										
A0029	Post changes to publications	3.06	15	7	27	0	16	4	27	11	25
0070	7.b.(4) Inventory law libraries										
A0009	Conduct random spot-checks of law library	2.50	19	7	21	8	11	12	40	16	42
A0016	Establish law library publications checkout procedures	1.72	10	0	12	0	5	12	20	11	8
A0022	Inventory law library publications	2.22	18	7	18	0	11	12	40	21	50
A0023	Inventory network resource allocation management system (NetRAMS)	2.11	18	20	24	8	8	8	20	26	50
A0025	Maintain law library resources	2.11	19	7	18	8	11	12	40	21	58
A0031	Prepare certificates of transfer	1.67	13	7	18	15	11	20	13	5	17
A0033	Prepare letters of appointment	2.25	34	27	33	23	30	44	40	37	50
A0034	Prepare status reports on receipt or nonreceipt of publications	1.19	4	7	0	0	3	4	0	5	8
0071	7.b.(5) Budget for foreign publications										
A0039	Procure nonstandard office supplies, such as foreign publications	.78	2	0	3	0	3	8	0	0	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0072	7.b.(6) Purchase foreign publications	-	b	-							
A0039	Procure nonstandard office supplies, such as foreign publications	.78	2	0	3	0	3	8	0	0	0
0073	7.b.(7) Dispose of obsolete books	A	b	-							
A0013	Dispose of law library publications	2.47	17	7	18	0	11	12	27	21	42
0074	7.b.(8) Dispose of excess publications	A	b	-							
A0013	Dispose of law library publications	2.47	17	7	18	0	11	12	27	21	42
0075	7.c. Use personal computer										
0076	7.c.(1) Word processing functions	2b	-	-							
A0007	Compose or type administrative correspondence	4.75	72	47	52	69	89	76	80	74	92
A0038	Process incoming or outgoing electronic mail	3.44	56	60	55	54	62	48	60	47	67
0077	7.c.(2) Spreadsheets	-	-	-							
A0012	Develop local office programs for computers, such as spreadsheets	1.61	27	27	30	23	30	32	20	16	42
0078	7.c.(3) Databases	-	-	-							
A0012	Develop local office programs for computers, such as spreadsheets	1.61	27	27	30	23	30	32	20	16	42

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0079	7.c.(4) Electronic Mail	2b	-	-							
A0007	Compose or type administrative correspondence	4.75	72	47	52	69	89	76	80	74	92
A0038	Process incoming or outgoing electronic mail	3.44	56	60	55	54	62	48	60	47	67
0080	7.c.(5) Graphic Software	-	-	-							
0081	7.c.(6) LAN	-	-	-							
A0026	Maintain office computer systems	2.28	25	7	33	23	19	24	27	26	58
0082	7.c.(7) Legal Information On-Line System (LIONS)	-	-	C							
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	30	40	30	46	30	48	13	21	0
0083	7.c.(8) Resource Allocation Management System (RAMS)	-	-	C							
A0023	Inventory network resource allocation management system (NetRAMS)	2.11	18	20	24	8	8	8	20	26	50
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
0084	7.c.(9) WebFLITE	2b	-	3c							
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	43	27	42	23	49	56	20	53	42
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0085	7.c.(10) Internet Access	-	-	-							
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0086	7.c.(11) Troubleshooting procedures	-	-	-							
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0087	7.c.(12) Electronic Forms (EFORMS)	-	-	-							
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0088	7.c.(13) Computer Ethics and Security	A	-	B							
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A0026	Maintain office computer systems	2.28	25	7	33	23	19	24	27	26	58
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L0534	Implement safety or security programs	1.28	11	7	12	8	14	16	7	16	8
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0089	7.d. Prepare Correspondence	2b	-	-							
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A0007	Compose or type administrative correspondence	4.75	72	47	52	69	89	76	80	74	92
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0090	7.e. Records management	-	-	-							
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I0471	Maintain administrative files	3.61	31	20	24	38	22	28	40	37	58
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0091	7.f. Administrative orders										
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0092	7.f.(1) Prepare	-	-	-							
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A0036	Process administrative orders	4.17	27	13	36	15	16	56	27	16	33
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C0124	Coordinate appointment or assumption of command orders with appropriate agencies	3.00	20	20	30	8	14	28	27	26	0
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C0234	Review appointment or assumption of command orders with appropriate agencies	3.53	22	20	30	15	14	36	27	16	8
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D	T Tsk	Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
0093	7.f.(2)	Process	- - -										
A0036		Process administrative orders		4.17	27	13	36	15	16	56	27	16	33
C0124		Coordinate appointment or assumption of command orders with appropriate agencies		3.00	20	20	30	8	14	28	27	26	0
C0234		Review appointment or assumption of command orders with appropriate agencies		3.53	22	20	30	15	14	36	27	16	8
0094	8.	LEGAL ASSISTANCE AND ADMINISTRATION											
0095	8.a.	Air Force Legal Assistance Program	B B -										
0096	8.b.	Determine Eligibility and Scope											
0097	8.b.(1)	Conflicts of Interest	B B -										
A0001		Administer client questionnaires		1.39	37	7	45	46	35	40	27	53	42
A0041		Refer clients to other supportive agencies		3.83	59	47	55	31	65	56	53	74	75
B0109		Verify eligibility of clients for legal assistance		4.31	53	67	55	46	54	52	33	63	33
0098	8.b.(2)	Client Referral Service	B B -										
A0001		Administer client questionnaires		1.39	37	7	45	46	35	40	27	53	42
A0041		Refer clients to other supportive agencies		3.83	59	47	55	31	65	56	53	74	75
B0109		Verify eligibility of clients for legal assistance		4.31	53	67	55	46	54	52	33	63	33
0099	8.c.	Prepare legal documents											

'AFOMS (AETC) Randolph AFB TX'

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0100	8.c.(1) Powers of Attorney	2b	c	-							
B0053	Brief clients on powers of attorney	5.33	59	80	52	62	70	68	47	47	33
B0086	Prepare or review powers of attorney	5.28	64	87	33	69	70	80	60	68	50
B0111	Witness signing of legal documents	3.81	70	60	70	77	78	84	47	79	33
0101	8.c.(2) Wills	2b	B	-							
A0001	Administer client questionnaires	1.39	37	7	45	46	35	40	27	53	42
B0058	Conduct will briefings	3.00	24	13	9	38	41	40	20	11	0
B0059	Conduct will executions	3.36	47	47	33	62	51	68	53	37	17
B0062	Interview clients for preparation of simple wills	2.89	11	7	3	8	14	32	13	0	0
B0067	Prepare simple wills	3.78	10	0	3	0	11	20	27	5	0
B0069	Prepare wills with trusts	1.72	3	0	3	0	3	8	0	5	0
B0110	Witness execution of wills	3.92	73	73	73	69	78	84	67	79	25
B0111	Witness signing of legal documents	3.81	70	60	70	77	78	84	47	79	33
0102	8.d. Perform notarial acts and maintain notary log	2b	B	-							
B0064	Maintain notary logs	3.56	69	87	61	69	78	76	53	63	58
B0065	Notarize documents	4.33	74	87	58	85	84	84	67	68	67
B0111	Witness signing of legal documents	3.81	70	60	70	77	78	84	47	79	33
0103	8.e. Maintain legal assistance records	A	-	-							
B0051	Assist in preparation of legal assistance cards	4.11	35	40	39	31	38	32	7	53	8
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	30	40	30	46	30	48	13	21	0
B0063	Maintain legal assistance records	3.50	26	33	21	38	24	40	7	32	8
0104	8.f. Prepare legal assistance report	-	A	-							
A0006	Compile statistical data	1.64	54	47	36	38	54	72	60	58	75
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
B0051	Assist in preparation of legal assistance cards	4.11	35	40	39	31	38	32	7	53	8
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	30	40	30	46	30	48	13	21	0
B0076	Prepare or review legal assistance reports	3.25	10	7	3	23	11	24	7	5	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0105	8.g. Tax assistance program										
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0106	8.g.(1) Establish program	-	-	C							
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A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	23	13	30	15	16	24	7	26	58
L0554	Write or indorse civilian performance appraisals	1.75	2	0	0	0	3	4	7	5	0

0107	8.g.(2) Provide and prepare basic Tax Forms	-	-	-							
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0108	8.g.(2)(a) Manual	-	-	-							
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A0004	Brief or assist clients on preparation of income tax returns	2.03	4	0	6	8	3	4	0	11	0
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0109	8.g.(2)(b) Electronic	-	-	-							
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A0003	Brief or assist clients in filing electronic income tax returns	2.11	5	0	6	8	5	8	0	5	0
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0110	9. PREVENTIVE LAW PROGRAM	-	B	-							
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B0056	Conduct preventive law briefings	2.50	13	20	12	8	11	20	7	5	33
B0087	Prepare or review preventive law bulletins	2.25	6	7	0	0	3	20	0	16	0
B0088	Prepare or review preventive law handbook factsheets	1.67	6	7	0	8	5	16	0	5	8
B0089	Prepare or review preventive law newsletters	2.14	5	13	0	8	0	12	0	11	0
B0090	Prepare or review preventive law newspaper articles	2.64	6	7	3	8	5	8	7	11	0
H0454	Prepare or publish project pitfall letters	1.64	1	0	0	0	0	4	0	0	0

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Task Title

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EMP

ALL

1-48

USA

FE

AETC

PAC

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0111 10. CIVIL LAW

0112 10.a. Administrative separation actions

0113 10.a.(1) Process enlisted discharges A b c

A0011	Coordinate adverse actions with base agencies	3.31	31	33	39	38	19	44	20	16	33
A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	20	30	23	27	24	13	32	33
B0054	Compile administrative involuntary discharge files	3.69	18	27	18	15	22	24	13	5	8
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	17	33	9	8	14	16	27	26	8
B0102	Procure board members for administrative discharge boards	3.25	10	13	9	8	11	12	7	11	8
C0209	Process discharges or resignations in lieu of courts-martial	4.81	18	20	21	8	16	32	7	16	8
D0261	Prepare or review Article 15 responses	3.78	25	13	18	8	24	32	33	21	50

0114 10.a.(2) Prepare legal reviews A b 3c

A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0054	Compile administrative involuntary discharge files	3.69	18	27	18	15	22	24	13	5	8
B0066	Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	3.53	17	33	9	8	14	16	27	26	8
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	3.94	16	20	15	0	16	24	20	11	17
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0

0115 10.a.(3) Perform duties of assistant government representative A b 2c

B0054	Compile administrative involuntary discharge files	3.69	18	27	18	15	22	24	13	5	8
B0104	Provide support for administrative discharge boards	3.89	14	7	21	8	5	24	7	16	17

D						TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
T Tsk						EMP	1-48	FE		AF				PC	SA
Y Nbr	Task Title														
B0108	Serve as assistant government representative during administrative discharge boards					2.56	2	0	3	0	3	4	0	0	0

0116	10.a.(4)	Officer separation procedures	A	B	C										
A0011	Coordinate adverse actions with base agencies					3.31	31	33	39	38	19	44	20	16	33
B0054	Compile administrative involuntary discharge files					3.69	18	27	18	15	22	24	13	5	8
C0209	Process discharges or resignations in lieu of courts-martial					4.81	18	20	21	8	16	32	7	16	8
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial					3.94	16	20	15	0	16	24	20	11	17
D0284	Prepare or review responses to miscellaneous legal reviews					3.33	8	7	6	0	8	8	20	11	0
E0292	Assemble documentation for administrative board actions					3.81	12	13	15	8	5	20	7	5	33

0117	10.a.(5)	Administrative discharge boards	A	b	3c										
A0011	Coordinate adverse actions with base agencies					3.31	31	33	39	38	19	44	20	16	33
A0048	Search directives, files, or legal references for information, such as opinions or decisions					5.64	47	40	39	46	57	52	27	53	67
B0104	Provide support for administrative discharge boards					3.89	14	7	21	8	5	24	7	16	17
C0209	Process discharges or resignations in lieu of courts-martial					4.81	18	20	21	8	16	32	7	16	8
E0292	Assemble documentation for administrative board actions					3.81	12	13	15	8	5	20	7	5	33

0118	10.b.	Draft adverse administrative actions legal reviews													

0119	10.b.(1)	Enlisted demotions	A	b	3c										
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions					3.53	17	33	9	8	14	16	27	26	8
D0284	Prepare or review responses to miscellaneous legal reviews					3.33	8	7	6	0	8	8	20	11	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0120	10.b.(2) Line of duty determination										
	A b 3c										

B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	3.58	10	7	3	38	14	8	13	5	0
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D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0
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0121	10.b.(3) Report of survey										
	A b 3c										

B0078	Prepare or review legal reviews of reports of survey	3.39	6	7	0	15	5	8	7	11	0
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D0279	Prepare or review report of survey determinations	3.11	3	0	6	0	3	0	7	0	17
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D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0
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0122	10.b.(4) Article 138, UCMJ, complaints										
	- b c										

B0066	Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
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B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	3.56	4	0	6	0	0	12	0	11	0
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D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0
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0123	10.b.(5) Unfavorable Information File (UIF)										
	A b c										

B0066	Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
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C0246	Review unfavorable information files (UIFs)	3.64	28	27	27	15	38	40	33	16	8
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D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0
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0124	10.b.(6) Control Roster										
	A b c										

B0066	Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
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D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0
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T Tsk					TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS
Y Nbr	Task Title				EMP	1-48	FE		AF				PC
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0125	10.b.(7) Weight Management Program	-	-	c									
B0066	Prepare miscellaneous legal reviews				3.69	17	7	12	31	22	28	20	5
D0284	Prepare or review responses to miscellaneous legal reviews				3.33	8	7	6	0	8	8	20	11
0126	10.b.(8) Quality Force Management	-	-	C									
B0066	Prepare miscellaneous legal reviews				3.69	17	7	12	31	22	28	20	5
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)				3.56	21	13	15	0	24	24	27	16
D0278	Prepare or review reenlistment denials				2.53	5	0	9	0	5	4	0	0
D0284	Prepare or review responses to miscellaneous legal reviews				3.33	8	7	6	0	8	8	20	11
0127	10.c. Draft administrative inquiries & investigative legal reviews												
0128	10.c.(1) Freedom of Information Act request	A	b	3c									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act				3.42	9	7	3	31	5	16	7	11
B0097	Process FOIA or Privacy Act requests				3.64	6	0	9	8	3	12	0	11
D0284	Prepare or review responses to miscellaneous legal reviews				3.33	8	7	6	0	8	8	20	11
0129	10.c.(2) Privacy Act	A	b	3c									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
B0066	Prepare miscellaneous legal reviews				3.69	17	7	12	31	22	28	20	5
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act				3.42	9	7	3	31	5	16	7	11
B0097	Process FOIA or Privacy Act requests				3.64	6	0	9	8	3	12	0	11

D	T Tsk	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0

0130	10.c.(3) Release of Information for litigation										
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0066	Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
B0084	Prepare or review litigation reports	1.61	3	0	0	0	8	4	0	5	0
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0

0131	10.c.(4) Aircraft & Missile accident investigations										
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0050	Assist in aircraft or missile mishap investigations	2.92	7	20	9	0	8	12	0	5	0
B0084	Prepare or review litigation reports	1.61	3	0	0	0	8	4	0	5	0
B0098	Process general investigative reports	2.47	9	13	6	15	5	12	7	16	0
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0
L0540	Investigate accidents or incidents	2.50	5	0	6	0	8	8	7	0	0

0132	10.c.(5) Appearance of witnesses for civilian tribunals										

0133	10.c.(6) Ethics Violations										
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0066	Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
B0098	Process general investigative reports	2.47	9	13	6	15	5	12	7	16	0
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0134	10.c.(7) Off-duty employment	A	b	3c
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B0071	Prepare documentation for off-duty employment applications	2.83	14	13	9	31	16	24	7	0	8
B0105	Review legal reviews of off-duty employment	2.44	7	0	6	15	5	16	7	5	0
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	8	7	6	0	8	8	20	11	0

0135	10.c.(8) Congressional & High Level Inquiries	-	b	c
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A0037	Process congressional or high-level inquiries	1.94	6	7	6	15	5	16	0	0	0
B0098	Process general investigative reports	2.47	9	13	6	15	5	12	7	16	0

0136	10.d. Civil law programs and directives
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0137	10.d.(1) Foreign criminal jurisdiction (FCJ) program
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0138	10.d.(1)(a) US procedures for FCJ cases	-	b	-
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G0404	Assemble or maintain lists of local national attorneys	1.58	2	7	0	0	0	4	0	0	8
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	2.14	1	0	0	8	0	0	0	0	0
G0408	Conduct service of processes	1.72	0	0	0	0	0	0	0	0	0
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	1.89	1	0	0	8	0	4	0	0	0
G0410	Determine jurisdiction of cases under SOFAs	3.19	1	0	0	0	0	4	0	0	0
G0413	Prepare vouchers for local national attorneys	1.86	1	0	0	0	0	4	0	0	0
G0414	Prepare or review case files on individuals charged in foreign courts	2.53	1	0	0	0	0	4	0	0	0
G0415	Prepare or review custody release certificates	2.39	0	0	0	0	0	0	0	0	0
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	2.42	1	0	0	0	0	4	0	0	0
G0421	Process solatium payments with foreign parties	1.97	0	0	0	0	0	0	0	0	0
G0422	Procure local national attorneys	1.75	0	0	0	0	0	0	0	0	0

D	T Tsk	Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
	G0423		Schedule medical examinations for personnel confined in foreign countries	1.86	0	0	0	0	0	0	0	0	0
	0139	10.d.(1)(b)	Appointing Trial Observer - b -										
	G0405		Assemble or maintain lists of trial observers	1.08	1	0	0	0	0	0	0	0	0
	G0417		Prepare or review notices to court prosecutors of designated trial observers	1.89	0	0	0	0	0	0	0	0	0
	0140	10.d.(1)(c)	Jail Visitation procedures - b -										
	G0407		Conduct prison visits	1.17	1	0	0	0	0	0	0	0	8
	G0424		Schedule visits to personnel confined in foreign countries	1.83	1	0	0	0	0	0	0	0	8
	0141	10.d.(1)(d)	FCJ Reporting Procedures - b -										
	G0411		Prepare reports on international agreements	1.97	1	0	0	0	0	4	0	0	0
	G0416		Prepare or review foreign criminal jurisdiction reports	2.22	1	0	0	0	0	4	0	0	0
	G0418		Prepare or review reports on personnel confined in foreign penal institutions	2.19	0	0	0	0	0	0	0	0	0
	G0420		Prepare or review trial observer reports	2.06	0	0	0	0	0	0	0	0	0
	0142	10.d.(2)	Federal magistrate court system - b -										
	0143	10.d.(2)(a)	Determine Jurisdiction - b -										
	B0074		Prepare or review dependent misconduct actions	2.64	3	0	0	8	5	0	7	5	0
	B0085		Prepare or review magistrate court documents	2.56	5	7	0	8	0	4	7	11	0
	B0095		Process dependent misconduct actions	2.14	2	0	0	0	5	0	0	5	0
	0144	10.d.(2)(b)	Draft Information Sheet - b -										
	B0085		Prepare or review magistrate court documents	2.56	5	7	0	8	0	4	7	11	0
	B0095		Process dependent misconduct actions	2.14	2	0	0	0	5	0	0	5	0

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Tsk Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
0145	10.d.(2)(c) Research State and Federal Law	-	b	-							
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0085	Prepare or review magistrate court documents	2.56	5	7	0	8	0	4	7	11	0
B0095	Process dependent misconduct actions	2.14	2	0	0	0	5	0	0	5	0
0146	10.d.(2)(d) Assemble Court Files	-	b	-							
B0084	Prepare or review litigation reports	1.61	3	0	0	0	8	4	0	5	0
B0085	Prepare or review magistrate court documents	2.56	5	7	0	8	0	4	7	11	0
B0095	Process dependent misconduct actions	2.14	2	0	0	0	5	0	0	5	0
0147	10.d.(2)(e) Investigation Interview	-	b	-							
A0010	Conduct witness interviews	3.72	42	33	33	31	38	52	53	47	58
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0074	Prepare or review dependent misconduct actions	2.64	3	0	0	8	5	0	7	5	0
B0085	Prepare or review magistrate court documents	2.56	5	7	0	8	0	4	7	11	0
B0095	Process dependent misconduct actions	2.14	2	0	0	0	5	0	0	5	0
0148	10.d.(2)(f) Case Docketing	-	b	-							
B0085	Prepare or review magistrate court documents	2.56	5	7	0	8	0	4	7	11	0
B0095	Process dependent misconduct actions	2.14	2	0	0	0	5	0	0	5	0
0149	10.d.(3) Host-tenant support agreements	-	b	-							
L0523	Draft host-tenant or interservice agreements	1.11	1	0	0	0	3	4	0	0	0
0150	10.d.(4) Review and/or draft contingency/emergency plans										

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0151	10.d.(4)(a) Contingency	-	-	c							
H0429	Complete operations plan (OPLAN) sourcing requirements	2.08	1	0	0	0	3	0	0	0	0
H0430	Compute OPLAN requirements status listings	2.11	2	0	0	8	3	0	0	0	0
H0445	Maintain base OPLAN files	2.11	3	0	3	8	3	0	7	5	0
H0451	Prepare legal annexes to war plans	1.72	2	0	0	0	3	4	7	0	0
H0458	Provide OPLAN requirements status listings to unit commanders	1.47	1	0	0	0	3	4	0	0	0
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	1.61	6	7	6	8	5	8	7	5	8
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	2.08	5	0	3	8	3	12	7	0	8
0152	10.d.(4)(b) Emergency	-	-	c							
H0429	Complete operations plan (OPLAN) sourcing requirements	2.08	1	0	0	0	3	0	0	0	0
H0430	Compute OPLAN requirements status listings	2.11	2	0	0	8	3	0	0	0	0
H0445	Maintain base OPLAN files	2.11	3	0	3	8	3	0	7	5	0
H0451	Prepare legal annexes to war plans	1.72	2	0	0	0	3	4	7	0	0
H0458	Provide OPLAN requirements status listings to unit commanders	1.47	1	0	0	0	3	4	0	0	0
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	1.61	6	7	6	8	5	8	7	5	8
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	2.08	5	0	3	8	3	12	7	0	8
0153	10.d.(5) Environmental Law										
0154	10.d.(5)(a) Basic Terminology	-	-	-							
0155	10.d.(5)(b) Litigation Support	-	-	-							
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
B0051	Assist in preparation of legal assistance cards	4.11	35	40	39	31	38	32	7	53	8
B0055	Conduct internal investigations concerning environmental law issues	1.17	1	0	0	0	0	4	0	0	0

D	T Tsk	Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
	B0060		Conduct external investigations concerning environmental law issues	1.28	0	0	0	0	0	0	0	0	0
	B0070		Prepare and review responses concerning environmental law issues	1.36	1	0	0	0	3	4	0	0	0
	B0084		Prepare or review litigation reports	1.61	3	0	0	0	8	4	0	5	0

	0156	10.d.(6)	Contract law										

	0157	10.d.(6)(a)	Basic Terminology		-	-	-						

	0158	10.d.(6)(b)	Basic Legal Reviews		-	-	-						

	A0048		Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
	B0066		Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
	B0084		Prepare or review litigation reports	1.61	3	0	0	0	8	4	0	5	0
	B0094		Process contracts	1.69	1	0	0	8	0	4	0	0	0

	0159	10.d.(7)	Labor Law										

	0160	10.d.(7)(a)	Basic Labor Law terminology		-	A	B						

	0161	10.d.(7)(b)	Processing case files		-	A	B						

	A0048		Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
	B0066		Prepare miscellaneous legal reviews	3.69	17	7	12	31	22	28	20	5	0
	B0084		Prepare or review litigation reports	1.61	3	0	0	0	8	4	0	5	0
	B0093		Process civilian real estate reimbursement claims	1.36	2	0	0	8	5	4	0	0	0

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0162	10.d.(8) International/Operations Law										
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0163	10.d.(8)(a) Air Operations Center organization and Purpose										
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0164	10.d.(8)(a)1. Organization and Structure	-	A	-							
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0165	10.d.(8)(a)2. Joint Force Air Component Commander Responsibility (JFACC)	-	A	-							
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0166	10.d.(8)(a)3. Commander Air Force Forces Responsibility (COMAFFOR)	-	A	-							
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0167	10.d.(8)(a)4. Air Tasking Order Cycle										
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0168	10.d.(8)(a)4.a. Strategy	-	A	-							
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0169	10.d.(8)(a)4.b. Guidance Apportionment and Targeting	-	A	-							
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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0170	10.d.(8)(a)4.c. Master Air Attack Plan	-	A	-							
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0171	10.d.(8)(a)5. Conduct Target Reviews										
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0172	10.d.(8)(a)5.a. Conduct LOAC Training	-	A	-							
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0173	10.d.(8)(a)5.b. Evaluate compliance with LOAC										
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H0441	Evaluate compliance with LOAC	3.11	6	0	0	0	5	12	13	11	0
H0452	Prepare LOAC reports	2.36	5	0	0	0	11	12	7	5	0

0174	10.d.(8)(a)5.b.1. Military necessity	-	A	-							
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0175	10.d.(8)(a)5.b.2. Proportionality	-	A	-							
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0176	10.d.(8)(a)5.b.3. Collateral damage	-	A	-							
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0177	10.d.(8)(a)5.b.4. Unnecessary suffering	-	A	-							
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0178	10.d.(8)(a)5.b.5. Status of Prisoners	-	A	-							
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Tsk Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
0179	10.d.(8)(a)5.b.6. Standing Rules of Engagement (ROE)	-	A	-							
H0462	Review or update rules of engagement	2.03	5	0	0	23	3	8	7	5	0
0180	10.d.(8)(a)5.b.7. Procedure for submitting (ROE)	-	A	-							
H0462	Review or update rules of engagement	2.03	5	0	0	23	3	8	7	5	0
0181	10.d.(8)(a)5.c. Report Suspected LOAC violations	-	A	-							
H0452	Prepare LOAC reports	2.36	5	0	0	0	11	12	7	5	0
0182	10.d.(8)(b) Procedures for handling asylum and temporary refugee	-	A								
0183	10.d.(8)(c) Understand procedures that establish battlestaff and crisis action teams	-	A	-							
H0426	Assign personnel to mobility or contingency positions	2.17	5	0	0	8	8	8	13	5	0
0184	10.d.(8)(d) Understand the role of Force Protection										
0185	10.d.(8)(d)1. Deployed Commanders Responsibilities	-	A	-							

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T Tsk				TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title			EMP	1-48	FE		AF				PC	SA

0186	10.d.(8)(d)2. Rules for use of Force	-	A	-									
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0187	10.d.(8)(d)3. Rule on Use Deadly Force	-	A										
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0188	10.d.(8)(e) Information Operations/ Warfare												
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0189	10.d.(8)(e)1. Authority to conduct defensive information operations	-	A										
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0190	10.d.(8)(e)2. Authority to conduct offensive information operations	-	A										
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0191	10.d.(8)(f) Non-combatant Evacuation Operations (NEO)												
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0192	10.d.(8)(f)1. Authority to conduct NE	-	A										
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0193	10.d.(8)(f)2. Status of Evacuees	-	A										
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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0194 10.d.(8)(g) Peace Operations and
Humanitarian Assistance

0195 10.d.(8)(g)1. Authority to conduct - A -
operations

0196 10.d.(8)(g)2. Fiscal authority to provide - A -
assistance

H0425	Analyze issues, such as deployment, contracting, or fiscal law	2.50	6	0	3	8	5	16	7	5	0
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0197 10.d.(9) Space Law - - -

0198 10.d.(10) Fiscal Law

0199 10.d.(10)(a) Authority to spend US funds - - B

0200 11. MILITARY JUSTICE

0201 11.a. Jurisdiction

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0202	11.a.(1) Concurrent	A	B	-							
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B0099	Process requests for release of military personnel to civilian authorities	1.89	2	0	6	0	0	0	0	5	0
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0203	11.a.(2) Exclusive	A	B	-							
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0204	11.a.(3) Proprietary	A	B	-							
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B0099	Process requests for release of military personnel to civilian authorities	1.89	2	0	6	0	0	0	0	5	0
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0205	11.a.(4) Foreign	A	B	-							
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B0099	Process requests for release of military personnel to civilian authorities	1.89	2	0	6	0	0	0	0	5	0
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0206	11.a.(5) Courts martial	A	B	-							
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0207	11.a.(6) Article 15	A	B	-							
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0208	11.b. Pre-trial Procedures										
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0209	11.b.(1) Preliminary inquiry into reported offenses	A	B	C							
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	3.67	25	20	33	8	27	32	13	26	25
C0244	Review security forces blotters for potential disciplinary actions	4.47	34	27	39	23	35	36	47	32	17

0210	11.b.(2) Investigative Techniques	-	-	C							
A0010	Conduct witness interviews	3.72	42	33	33	31	38	52	53	47	58
D0254	Compile investigative materials	3.33	22	13	27	23	16	32	13	16	42

0211	11.b.(3) Search and Seizure	-	-	C							
C0222	Procure physical evidence for trials	4.19	25	20	30	8	19	32	27	32	17

0212	11.b.(4) Apprehension	-	-	C							

0213	11.b.(5) Confessions	-	-	C							

0214	11.b.(6) Military Rules of Evidence	-	-	C							
C0240	Review evidence to determine appropriateness for military justice actions	5.39	30	27	39	8	30	32	33	26	25

0215	11.b.(7) Punitive articles	A	-	-							

0216	11.b.(8) Draft Charges	2b	-	-							
C0138	Draft charges and specifications for court-martial actions	7.25	34	33	42	15	32	40	47	26	8
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	41	40	45	23	35	44	60	42	33
C0235	Review charge sheets for accuracy and completeness	5.97	34	33	42	15	35	36	40	32	25

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T Tsk	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
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0217	11.b.(9) Proof Analysis	-	A	B							
A0023	Inventory network resource allocation management system (NetRAMS)	2.11	18	20	24	8	8	8	20	26	50
D0270	Prepare or review initial case analyses	3.39	5	0	9	0	5	4	0	11	8
D0271	Prepare or review motions	3.22	6	0	12	0	3	4	0	5	17
0218	11.b.(10) Pretrial restraints	A	B	C							
C0116	Assist with pretrial confinement hearings	4.44	22	13	21	15	30	20	13	37	17
C0142	Monitor pretrial restraint or posttrial confinement	4.39	21	13	27	8	19	40	13	21	0
C0197	Prepare or review pretrial confinement hearing reports	4.03	17	20	27	0	16	16	7	21	8
C0221	Procure military magistrates or judges for pretrial confinement hearings	3.22	14	13	24	0	8	20	13	16	0
0219	11.b.(11) Prefer charges	2b	b	-							
C0127	Coordinate preferral of charges on pretrial confinees with commanders	3.50	22	27	24	23	22	28	27	16	8
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	41	40	45	23	35	44	60	42	33
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	30	27	36	15	35	40	33	21	0
C0235	Review charge sheets for accuracy and completeness	5.97	34	33	42	15	35	36	40	32	25
0220	11.b.(12) Trial Preparation										
0221	11.b.(12)(a) Prepare Depositions	-	-	2c							
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	3.56	7	0	18	0	5	12	0	5	0
C0191	Prepare or review depositions	3.08	11	13	21	0	8	12	20	5	0
0222	11.b.(12)(b) Prepare Stipulations of Fact	A	-	2c							
C0203	Prepare or review stipulations	3.53	14	27	21	0	14	12	13	5	8

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Tsk Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
0223	11.b.(12)(c) Prepare Findings Worksheet	A	-	3c							
C0157	Prepare findings worksheets	5.86	26	20	30	15	30	36	27	26	8
0224	11.b.(12)(d) Prepare Interrogatories	A	-	2c							
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	3.56	7	0	18	0	5	12	0	5	0
0225	11.b.(12)(e) Prepare Sentencing Worksheet	A	-	3c							
C0162	Prepare sentencing worksheets	5.67	27	20	24	15	35	36	33	21	8
0226	11.b.(13) Perform Duties as Trial Team Member	-	-	B							
C0150	Perform trial team member activities	4.64	16	20	21	8	19	16	20	16	0
0227	11.b.(14) Prepare Digests	-	-	2c							
0228	11.b.(15) Prepare Investigation	-	-	2c							
D0254	Compile investigative materials	3.33	22	13	27	23	16	32	13	16	42
D0263	Prepare or review case witness statements	3.28	15	7	15	0	14	16	33	11	33
E0293	Assemble documentation for Article 32, UCMJ, investigations	4.03	17	13	21	8	14	28	20	5	25
E0294	Assemble documentation for collateral investigations	2.67	4	0	6	0	3	4	7	5	0
0229	11.b.(16) Trial docket	A	B	-							
C0126	Coordinate individual case dockets with defense council circuit	2.03	13	13	15	15	14	12	13	5	17

D	T Tsk	Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
	D0257		Coordinate individual case dockets with legal office or circuit courts	2.75	15	0	21	0	14	16	13	11	50
	D0259		Maintain defense counsel case dockets	2.53	5	0	6	0	3	0	0	11	33

	0230	11.b.(17)	Process Article 32 investigation			b	b	c					
	C0194		Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	30	27	36	15	35	40	33	21	0
	C0206		Process Article 32, UCMJ, investigations	5.19	21	20	24	15	19	24	27	26	0
	E0293		Assemble documentation for Article 32, UCMJ, investigations	4.03	17	13	21	8	14	28	20	5	25

	0231	11.b.(18)	Advice of SJA			A	B	C					
	C0202		Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	29	27	39	15	30	32	40	21	0
	D0286		Prepare or review responses to pretrial advice	3.22	12	7	12	0	8	16	27	5	17

	0232	11.b.(19)	Prepare court-martial convening 2b order			b	-						
	C0166		Prepare or process releases for court-martial or board members	4.81	26	33	27	15	27	32	33	21	8
	C0168		Prepare or review amendments to court-martial convening orders	5.69	28	27	30	8	30	40	40	21	0
	C0184		Prepare or review court-martial convening orders	6.83	33	33	39	15	35	44	40	26	0
	C0198		Prepare or review proposed court-martial member lists	4.86	33	40	36	8	35	32	53	32	17
	C0220		Procure court-martial or board members	5.00	26	27	30	8	27	40	33	21	0
	C0238		Review court-martial or board member information	4.11	31	27	36	8	35	44	33	26	17

	0233	11.b.(20)	Refer charges			2b	b	-					
	C0128		Coordinate serving of charges on accused with trial counsel or unit personnel	3.67	32	33	39	31	35	40	33	26	0
	C0189		Prepare or review DD Forms 458 (Charge Sheet)	7.47	41	40	45	23	35	44	60	42	33
	C0198		Prepare or review proposed court-martial member lists	4.86	33	40	36	8	35	32	53	32	17
	C0235		Review charge sheets for accuracy and completeness	5.97	34	33	42	15	35	36	40	32	25

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T Tsk			TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title		EMP	1-48	FE		AF				PC	SA
0234	11.b.(21) Identify allied papers	- - -										
C0232	Review allied papers for insertion in records of trial		4.67	19	7	24	8	19	32	20	21	0
E0301	Mark exhibits		3.69	25	20	33	31	8	28	40	11	50
0235	11.b.(22) Discovery Requests	- b 3c										
C0192	Prepare or review discovery requests		5.08	29	20	42	15	24	32	27	26	25
C0210	Process discovery requests		4.75	23	13	30	8	14	32	27	26	33
0236	11.b.(23) Pretrial Agreements	- b 3c										
C0213	Process pretrial agreements		4.36	19	20	24	8	16	36	20	5	8
D0277	Prepare or review pretrial agreements		3.69	13	13	12	0	11	24	7	5	25
0237	11.b.(24) Notify participants of court-martial	b b -										
C0148	Notify participants of courts-martial or boards		4.83	33	33	36	15	32	40	47	37	8
C0220	Procure court-martial or board members		5.00	26	27	30	8	27	40	33	21	0
C0253	Verify availability of court-martial or board members		4.58	32	27	39	8	35	40	47	26	8
0238	11.b.(25) Assemble trial folders	b b -										
C0163	Prepare trial folders		5.97	35	20	42	15	32	44	47	26	42
0239	11.b.(26) Witnesses											
0240	11.b.(26)(a) Determine status	a b -										

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T Tsk	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
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0241	11.b.(26)(b) Conduct interview	a	-	3c							
A0010	Conduct witness interviews	3.72	42	33	33	31	38	52	53	47	58
D0263	Prepare or review case witness statements	3.28	15	7	15	0	14	16	33	11	33
D0288	Prepare or review witness affidavits	3.53	11	0	6	0	11	16	13	16	25
0242	11.b.(26)(c) Determine Funding Responsibility	a	b	-							
C0130	Coordinate witness fundings with appropriate agencies	4.81	29	27	30	23	38	36	20	26	0
C0230	Request witness fundings	5.14	28	33	36	15	27	36	27	21	8
0243	11.b.(26)(d) Request Attendance	a	b	-							
C0161	Prepare requests for country clearances for witnesses	2.53	2	0	3	0	5	0	0	5	0
C0225	Request civilian witnesses for courts-martial	4.94	30	27	36	15	32	36	33	26	17
C0227	Request military witnesses for courts-martial	5.28	29	27	36	15	30	36	20	21	33
0244	11.b.(26)(e) Process request	a	b	-							
C0219	Procure convening authority approval of expert witnesses	4.33	24	27	33	8	24	36	20	21	0
D0289	Process request for defense witnesses	3.44	14	13	12	0	11	20	7	16	33
0245	11.b.(26)(f) Process										
0246	11.b.(26)(f)1. Subpoena	a	b	-							
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	5.83	26	13	33	8	27	40	33	26	8
C0249	Serve subpoenas on witnesses	3.47	18	13	15	8	19	32	13	21	8

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T Tsk	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
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0247	11.b.(26)(f)2. Travel orders										
A0035	Prepare witness travel orders	4.75	30	33	30	15	32	52	27	26	8
C0195	Prepare or review invitational travel orders	5.42	27	27	33	15	24	40	27	11	25
0248	11.b.(26)(f)3. Payment requests										
A0018	Follow up on submitted travel vouchers	1.78	27	20	27	0	24	36	27	32	50
C0164	Prepare witness payment vouchers	5.58	27	27	27	15	32	40	27	21	8
C0217	Process witness payment vouchers	5.03	25	27	30	8	27	40	20	16	8
0249	11.b.(26)(f)4. Travel arrangements										
A0028	Make lodging or transportation arrangements	1.69	39	33	39	31	41	36	40	32	67
0250	11.b.(26)(g) Provide victim and witness assistance										
C0146	Monitor victim and witness assistance program (VWAP)	3.42	15	0	24	15	14	24	0	16	0
C0153	Prepare annual VWAP report	2.81	8	0	15	0	8	12	0	5	0
C0216	Process VWAP forms	4.17	17	7	27	0	24	20	7	11	0
C0250	Serve as VWAP coordinator	3.11	13	0	15	0	19	20	0	16	0
0251	11.b.(27) Brief bailiff on courtroom responsibilities										
C0223	Procure and brief individuals for bailiff duties	4.78	30	27	36	15	30	40	40	32	0
0252	11.b.(28) Prepare courtroom										
C0155	Prepare courtrooms for proceedings	4.61	36	33	42	31	41	40	47	32	8
E0306	Set up court reporting equipment	2.97	4	0	9	15	0	0	7	5	0

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0253	11.c. Court-Martial Proceeding										
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0254	11.c.(1) Trial procedures for SCM	A	B	-							
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0255	11.c.(2) Trial procedures for SPCM	A	B	-							
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0256	11.c.(3) Trial procedures for GCM	A	B	-							
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0257	11.c.(4) Trail procedures before the Merits	-	B	-							
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0258	11.c.(5) Interlocutory issues	-	B	-							
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0259	11.c.(6) Courtroom ethics	-	B	-							
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0260	11.c.(7) Matters at the conclusion of the evidence	-	B	C							
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0261	11.c.(8) Sentencing	-	B	C							
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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0262 11.d. Post-Trial Procedures

0263 11.d.(1) Prepare confinement orders A b -

C0186 Prepare or review DD Forms 2707 (Confinement Order) 6.42 34 33 36 15 30 40 40 42 17

0264 11.d.(2) Deferment of confinement - C -

D0280 Prepare or review requests for deferment of confinement 3.69 10 0 15 0 11 12 0 11 25

0265 11.d.(3) Prepare report of result of trial 2b b 4d

C0165 Prepare or distribute AF Forms 1359 (Report of Results of Trial) 6.50 30 27 30 15 35 44 40 21 0

0266 11.d.(4) Post-trial rights

0267 11.d.(4)(a) Submission of Matters Letter b - -

C0196 Prepare or review letters concerning submission of matters to convening authority 4.64 30 33 33 15 27 36 47 16 17

0268 11.d.(4)(b) 14 Day Notification Letter b

C0159 Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC) 5.08 23 27 18 15 27 40 20 21 0

D0269 Prepare or review deferment of forfeitures or reduction in grade 3.81 14 7 15 0 11 20 20 5 33

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0269	11.d.(4)(c) Prepare AF Form 304										
		b	-	-							
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	4.89	24	27	27	15	30	28	27	21	0
0270	11.d.(5) Assemble										
0271	11.d.(5)(a) Verbatim records of trial										
		2b	b	-							
A0013	Dispose of law library publications	2.47	17	7	18	0	11	12	27	21	42
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	19	20	30	8	14	24	20	21	0
E0297	Assemble records of trials	4.31	21	20	27	8	19	40	20	11	0
E0303	Procure photographs of physical evidence	3.36	22	27	24	15	14	28	33	16	25
E0309	Transcribe verbatim records of trials	2.75	0	0	0	0	0	0	0	0	0
0272	11.d.(5)(b) Summarized record of trial										
		2b	b	-							
C0131	Copy records of trial	3.83	28	20	27	15	32	44	33	21	8
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	19	20	30	8	14	24	20	21	0
E0297	Assemble records of trials	4.31	21	20	27	8	19	40	20	11	0
E0303	Procure photographs of physical evidence	3.36	22	27	24	15	14	28	33	16	25
E0308	Transcribe summarized records of trials	2.75	0	0	0	0	0	0	0	0	0
0273	11.d.(5)(c) Other records of proceedings										
		b	-	-							
C0131	Copy records of trial	3.83	28	20	27	15	32	44	33	21	8
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	19	20	30	8	14	24	20	21	0
E0296	Assemble documentation for miscellaneous proceedings	2.83	7	7	12	0	5	12	0	0	25
E0303	Procure photographs of physical evidence	3.36	22	27	24	15	14	28	33	16	25
E0309	Transcribe verbatim records of trials	2.75	0	0	0	0	0	0	0	0	0

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Tsk Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
0274	11.d.(6) Authentication										
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	19	20	30	8	14	24	20	21	0
E0298	Authenticate records of trials	2.81	4	0	9	0	3	8	0	0	8
0275	11.d.(7) Service of record of trail										
C0248	Serve records of trial on accused	4.36	29	27	27	15	35	40	40	21	8
0276	11.d.(8) Process clemency matters										
C0196	Prepare or review letters concerning submission of matters to convening authority	4.64	30	33	33	15	27	36	47	16	17
C0212	Process post-trial materials submitted by accused	4.97	27	33	27	8	27	44	27	26	8
D0276	Prepare or review post-trial clemency evaluations	3.58	15	7	18	8	14	16	20	16	25
0277	11.d.(9) Defense Counsel Responsibility										
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	17	7	18	0	22	12	33	16	17
D0287	Prepare or review withdrawals of petitions for reviews	2.17	2	0	0	0	3	4	0	5	0
0278	11.d.(10) Staff Judge Advocate recommendation										
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	29	27	39	15	30	32	40	21	0
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	17	7	18	0	22	12	33	16	17
0279	11.d.(11) Post-trial processing before action										
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	29	27	39	15	30	32	40	21	0

D	T Tsk	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	17	7	18	0	22	12	33	16	17
0280	11.d.(12) Prepare action of convening authority			2b	b	4d					
C0182	Prepare or review court-martial actions of convening authorities	6.17	26	33	24	15	27	36	33	21	0
0281	11.d.(13) Convening authority responsibilities			-	C	-					
C0204	Prepare or review supplementary court-martial orders	5.39	21	33	21	8	16	40	20	16	0
C0208	Process court-martial promulgating orders	5.64	28	33	33	15	24	44	27	26	0
0282	11.d.(14) Count-Martial promulgating orders										
0283	11.d.(14)(a) Prepare			2b	b	4d					
C0117	Authenticate court-martial orders	2.39	14	13	12	0	14	24	13	16	0
C0185	Prepare or review court-martial promulgating orders	6.97	33	33	39	15	35	44	33	32	0
0284	11.d.(14)(b) Process			b	b	4d					
A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	20	30	23	27	24	13	32	33
C0135	Distribute court-martial orders	4.97	34	33	39	15	43	44	27	26	8
C0208	Process court-martial promulgating orders	5.64	28	33	33	15	24	44	27	26	0
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.39	23	27	30	8	27	24	27	16	0
0285	11.d.(15) Excess leave			-	b	C					
C0143	Monitor status of excess leave personnel	3.83	21	13	30	15	24	24	20	16	0
C0156	Prepare excess leave documentation	5.33	25	33	27	15	22	40	20	16	8
C0211	Process excess leave documentation	4.75	24	27	27	8	24	44	13	21	8

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA
0286	11.d.(16) Prepare court-martial data sheet	-	-	-							
0287	11.d.(17) (reserved space)	-	-	-							
0288	11.d.(17) Process records of trial through reviewing and appellate authorities	b	c	C							
C0115	Arrange for supervisory reviews of summary court-martial records of trials	2.19	15	20	24	8	11	16	13	16	0
C0136	Distribute court-martial records of trials to reviewing authorities	4.75	33	27	36	15	38	44	33	37	8
0289	11.d.(18) Air Force Court of Criminal Appeals (AFCCA)	A	B	C							
D0287	Prepare or review withdrawals of petitions for reviews	2.17	2	0	0	0	3	4	0	5	0
0290	11.d.(19) United States Court of Appeals for the Armed Forces	A	B	C							
D0275	Prepare or review petitions for reviews by courts of military appeals	3.00	3	0	6	0	5	0	7	0	0
D0287	Prepare or review withdrawals of petitions for reviews	2.17	2	0	0	0	3	4	0	5	0
0291	11.d.(20) US. Supreme Court	A	B	C							

D	T Tsk	Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA		
0292	11.d.(21)	Decisions of the AFCCA and US Court of Appeals of the Armed Forces	A	B	C										
C0114	Arrange for service appellate court decisions on accused					2.25	11	13	15	0	11	16	7	16	0
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel					3.25	28	27	27	23	32	40	27	26	8
C0247	Serve appellate court decisions on accused					3.14	15	13	18	8	11	24	13	21	0
D0274	Prepare or review petitions for rehearings					2.89	3	0	6	0	3	4	0	0	0
D0275	Prepare or review petitions for reviews by courts of military appeals					3.00	3	0	6	0	5	0	7	0	0
0293	11.d.(22)	Extraordinary writs	-	-	-										
D0274	Prepare or review petitions for rehearings					2.89	3	0	6	0	3	4	0	0	0
0294	11.d.(23)	Petition for new trial	-	-	-										
D0273	Prepare or review petitions for new trials					2.89	3	0	6	0	3	4	0	5	0
D0274	Prepare or review petitions for rehearings					2.89	3	0	6	0	3	4	0	0	0
D0275	Prepare or review petitions for reviews by courts of military appeals					3.00	3	0	6	0	5	0	7	0	0
D0287	Prepare or review withdrawals of petitions for reviews					2.17	2	0	0	0	3	4	0	5	0
0295	11.e.	Other Post-Trial Matters													
0296	11.e.(1)	Process Article 69, UCMJ, application	-	b	-										
C0196	Prepare or review letters concerning submission of matters to convening authority					4.64	30	33	33	15	27	36	47	16	17
D0274	Prepare or review petitions for rehearings					2.89	3	0	6	0	3	4	0	0	0
D0287	Prepare or review withdrawals of petitions for reviews					2.17	2	0	0	0	3	4	0	5	0

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Tsk Y Nbr	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
0297	11.e.(2) Prepare certificate of correction	-	b	-							
C0180	Prepare or review certificates of correction	4.39	15	7	15	15	19	28	0	11	8
0298	11.e.(3) Vacate suspension	-	b	-							
C0204	Prepare or review supplementary court-martial orders	5.39	21	33	21	8	16	40	20	16	0
0299	11.e.(4) Process inquiries	-	b	-							
C0152	Prepare advice on orders for rehearings	2.53	5	0	12	0	3	4	7	5	0
0300	11.e.(5) Supplementary orders	b	-	-							
A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	20	30	23	27	24	13	32	33
C0204	Prepare or review supplementary court-martial orders	5.39	21	33	21	8	16	40	20	16	0
C0205	Process Article 15, UCMJ, appeal actions	6.11	30	20	36	15	22	44	40	37	33
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.39	23	27	30	8	27	24	27	16	0
0301	11.f. Article 15 Actions										
0302	11.f.(1) Verify sufficiency of evidence	2b	b	4d							
C0119	Compile Article 15, UCMJ, supportive evidence	6.58	35	27	45	23	32	44	53	37	17
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	5.14	24	20	36	15	22	28	27	21	17
0303	11.f.(2) Provide advice on procedures	b	c	4d							
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	34	27	42	23	32	44	40	32	17

D T Tsk Y Nbr Task Title					TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
D0261	Prepare or review Article 15 responses				3.78	25	13	18	8	24	32	33	21	50
0304	11.f.(3)	Prepare specifications	2b	b	4d									
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions				5.14	27	20	30	15	27	36	53	21	8
C0175	Prepare or review Article 15, UCMJ, punishments				6.89	39	40	45	38	32	44	53	37	25
C0251	Suspense or follow up on military justice actions				3.78	27	27	39	15	22	36	27	21	8
0305	11.f.(4)	Prepare punishment recommendation	2b	b	4d									
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions				5.14	27	20	30	15	27	36	53	21	8
C0175	Prepare or review Article 15, UCMJ, punishments				6.89	39	40	45	38	32	44	53	37	25
C0251	Suspense or follow up on military justice actions				3.78	27	27	39	15	22	36	27	21	8
0306	11.f.(5)	Process appeal actions	b	c	4d									
C0170	Prepare or review Article 15, UCMJ, appeal actions				6.58	37	27	42	38	30	44	47	37	25
C0171	Prepare or review Article 15, UCMJ, appellate actions				6.31	28	27	39	31	22	28	33	32	0
C0205	Process Article 15, UCMJ, appeal actions				6.11	30	20	36	15	22	44	40	37	33
C0251	Suspense or follow up on military justice actions				3.78	27	27	39	15	22	36	27	21	8
D0261	Prepare or review Article 15 responses				3.78	25	13	18	8	24	32	33	21	50
0307	11.f.(6)	Provide advice on supplementary actions												
C0251	Suspense or follow up on military justice actions				3.78	27	27	39	15	22	36	27	21	8
0308	11.f.(6)(a)	Remission	b	c	4d									
C0176	Prepare or review Article 15, UCMJ, remission actions				6.89	34	27	39	38	30	44	33	32	17
C0251	Suspense or follow up on military justice actions				3.78	27	27	39	15	22	36	27	21	8
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions				3.31	18	20	12	8	14	28	20	21	25

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0309	11.f.(6)(b) Mitigation										
	b	c	4d								
C0120	Complete Article 15, UCMJ, processing checklist procedures	6.75	36	40	42	31	32	40	53	32	17
C0174	Prepare or review Article 15, UCMJ, mitigation actions	6.86	29	33	36	31	22	32	20	32	25
C0251	Suspense or follow up on military justice actions	3.78	27	27	39	15	22	36	27	21	8
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	18	20	12	8	14	28	20	21	25
0310	11.f.(6)(c) Set Aside										
	b	c	4d								
C0177	Prepare or review Article 15, UCMJ, set aside actions	6.86	33	27	39	38	27	40	40	32	17
C0251	Suspense or follow up on military justice actions	3.78	27	27	39	15	22	36	27	21	8
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	18	20	12	8	14	28	20	21	25
0311	11.f.(6)(d) Suspensions										
	b	c	4d								
C0178	Prepare or review Article 15, UCMJ, suspension actions	6.86	37	27	42	31	35	44	40	37	25
C0251	Suspense or follow up on military justice actions	3.78	27	27	39	15	22	36	27	21	8
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	18	20	12	8	14	28	20	21	25
0312	11.f.(6)(e) Vacations										
	b	c	4d								
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	34	27	42	23	32	44	40	32	17
C0179	Prepare or review Article 15, UCMJ, vacation actions	6.86	38	27	45	38	35	44	53	37	17
C0251	Suspense or follow up on military justice actions	3.78	27	27	39	15	22	36	27	21	8
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	18	20	12	8	14	28	20	21	25
0313	11.f.(7) Officer/Senior NCO Selection Record										
	b	c	4d								
C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	30	33	33	15	30	28	47	37	25
C0173	Prepare or review Article 15, UCMJ, decision letters	5.28	25	20	36	8	22	24	33	26	8
C0251	Suspense or follow up on military justice actions	3.78	27	27	39	15	22	36	27	21	8

D					TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
T Tsk					EMP	1-48	FE		AF				PC	SA
Y Nbr	Task Title													

0314	11.f.(8)	Process completed actions	b	c	4d									
A0019	Hand-carry priority communications or documents to internal action offices				1.39	26	20	30	23	27	24	13	32	33
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions				5.75	31	33	36	8	27	40	47	32	8
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency				5.75	33	33	42	23	32	36	47	37	0
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)				5.39	31	27	39	15	24	40	47	37	17

0315	11.g.	Military Justice Update	-	-	-									
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs				2.81	13	7	24	8	11	20	0	16	0

0316	11.h.	Automated Military Justice Analysis and Management System III (ADJAMS III/ DIBRS												

0317	11.h.(1)	Prepare inputs	2b	b	-									
A0044	Retrieve data using computers				5.19	73	73	61	69	81	76	67	84	75
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports				4.92	43	33	42	23	43	52	53	47	33
C0113	Analyze statistics of Driving Under the Influence (DUI) violations				2.83	18	7	18	0	27	24	20	21	8
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions				5.78	39	27	48	23	35	48	53	47	17
C0143	Monitor status of excess leave personnel				3.83	21	13	30	15	24	24	20	16	0
C0144	Monitor status of DUI violations				2.58	14	13	27	15	16	8	7	16	0
C0147	Monitor and report on special interest cases				4.08	28	27	42	15	27	36	20	26	8
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs				2.81	13	7	24	8	11	20	0	16	0
C0172	Prepare or review Article 15, UCMJ, base activity reports				4.17	29	27	36	31	24	32	27	37	8
C0183	Prepare or review court-martial base activities reports				2.47	17	27	21	8	16	20	7	21	0
C0201	Prepare or review serious incident reports (SIRs)				3.64	20	20	33	23	22	20	7	16	0

D		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
T Tsk		EMP	1-48	FE		AF				PC	SA
Y Nbr	Task Title										
C0207	Process computer-generated AMJAMS reports for distribution	4.31	30	27	36	31	27	36	33	32	0
C0233	Review AMJAMS strength reports	3.44	30	27	42	8	30	36	27	32	17
0318	11.h.(2) Use management reports			a	b	4d					
0319	11.i. Legal Research										
0320	11.i.(1) Legal publications										
0321	11.i.(1)(a) Official			A	B	C					
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
0322	11.i.(1)(b) Unofficial			A	B	C					
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
0323	11.i.(2) Perform legal research										
0324	11.i.(2)(a) Manual method			2b	b	4c					
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
C0149	Perform military justice legal research	6.36	33	13	39	15	35	40	33	37	25
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0325	11.i.(2)(b) Computerized			2b	b	4c					
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	43	27	42	23	49	56	20	53	42
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
C0149	Perform military justice legal research	6.36	33	13	39	15	35	40	33	37	25
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8

0326	11.i.(3) Prepare case briefs			-	b	4c					
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	43	27	42	23	49	56	20	53	42
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
C0154	Prepare case briefs	3.92	6	13	15	0	5	0	7	5	0

0327 12. CLAIMS ADMINISTRATION

0328	12.a. Organization			A	B	-
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0329	12.b. Responsibilities of claims personnel			A	B	-
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0330	12.c. Policies			A	B	-
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0331	12.d. Terminology			A	B	-
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T Tsk	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
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0332 12.e. Identify administration procedures

0333 12.e.(1) Advance payments a b -

F0387 Process requests for advance payments 5.14 10 7 18 15 11 8 7 11 0

0334 12.e.(2) Partial payments a b -

F0389 Process requests for partial payment 5.50 10 0 15 23 8 16 7 11 0

0335 12.e.(3) Emergency payments a b -

F0388 Process requests for emergency payments 5.50 7 0 12 15 8 8 0 11 0

0336 12.e.(4) Managing claims monies - b c

F0364 Prepare or review requests for claims funds 3.14 18 13 21 31 19 16 27 21 0

F0392 Reconcile claims funds logs 3.67 19 13 24 38 22 12 27 16 0

F0401 Suspense payment vouchers 4.11 23 20 21 38 27 24 20 26 0

L0524 Draft or review budget requirements 2.28 7 7 3 0 8 8 13 5 25

0337 12.f. Conduct investigations

0338 12.f.(1) Interview witnesses a b 3c

A0001 Administer client questionnaires 1.39 37 7 45 46 35 40 27 53 42

A0010 Conduct witness interviews 3.72 42 33 33 31 38 52 53 47 58

F0322 Conduct claims investigations 6.03 35 27 45 46 38 32 47 32 0

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0339	12.f.(2) Obtain statements										
			a	b	c						
A0001	Administer client questionnaires	1.39	37	7	45	46	35	40	27	53	42
F0391	Procure statements in support of claims	4.58	18	13	18	31	27	8	20	21	0
0340	12.f.(3) Obtain reports from other agencies										
			a	b	c						
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	3.67	25	20	33	8	27	32	13	26	25
F0323	Coordinate claims with other investigative agencies	4.00	25	7	33	31	35	16	27	26	0
F0328	Follow up on other investigative agencies' investigations	3.81	20	0	33	31	24	8	20	26	0
F0391	Procure statements in support of claims	4.58	18	13	18	31	27	8	20	21	0
0341	12.f.(4) Prepare seven point memorandum										
			a	b	3c						
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
F0357	Prepare seven-point memorandums	5.86	25	13	24	38	27	20	33	37	0
0342	12.g. Inspections										
F0321	Conduct claims inspections	6.83	39	33	52	46	43	32	40	42	8
0343	12.g.(1) Conduct										
			3c	-	-						
0344	12.g.(2) Prepare report										
			3c	-	-						
F0347	Prepare claims inspection memorandums	6.03	36	27	48	46	38	28	33	42	8
L0551	Write inspection reports	2.19	12	0	21	15	14	16	7	11	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0345	12.g.(3) Prepare request for assistance from other agencies										
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F0323	Coordinate claims with other investigative agencies	4.00	25	7	33	31	35	16	27	26	0
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F0355	Prepare requests for assistance from other agencies for claims administration inspections	3.36	14	0	21	23	22	12	7	16	0
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0346	12.h. Prepare letters of appointment										
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0347	12.h.(1) Claims officer										
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A0033	Prepare letters of appointment	2.25	34	27	33	23	30	44	40	37	50
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0348	12.h.(2) Assistant claims officer										
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A0033	Prepare letters of appointment	2.25	34	27	33	23	30	44	40	37	50
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0349	12.i. Maintain disaster response kit										
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F0332	Maintain disaster response kits	4.14	23	13	27	23	19	28	27	42	0
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H0442	Maintain disaster preparedness checklists	2.92	9	0	15	0	8	12	20	11	0
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0350	12.j. Disaster responses										
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B0050	Assist in aircraft or missile mishap investigations	2.92	7	20	9	0	8	12	0	5	0
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F0336	Perform Disaster Control Group (DCG) duties	3.78	18	27	12	31	22	16	27	16	0
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F0342	Perform Initial Response Team (IRT) duties	2.83	5	0	6	15	3	8	7	0	0
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F0353	Prepare reports on potential claims of major accidents or incidents	3.58	11	7	15	23	5	8	20	16	0
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0351	12.k. Major accident responses										
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B0050	Assist in aircraft or missile mishap investigations	2.92	7	20	9	0	8	12	0	5	0
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F0336	Perform Disaster Control Group (DCG) duties	3.78	18	27	12	31	22	16	27	16	0
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D	T Tsk	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA
F0347	Prepare claims inspection memorandums	6.03	36	27	48	46	38	28	33	42	8
F0355	Prepare requests for assistance from other agencies for claims administration inspections	3.36	14	0	21	23	22	12	7	16	0

0352	12.1. Claims office management										
F0311	Analyze claims management data listings or reports	3.92	27	20	30	31	35	20	33	37	0
F0327	Edit claims management products	3.36	19	7	30	38	19	12	20	21	0
F0331	Maintain claims funds logs	4.61	26	20	30	23	30	28	33	26	0
F0362	Prepare or review claims activity reports	3.83	23	27	30	23	35	16	20	21	0

0353	13. INITIAL CLAIMS PROCESSING PROCEDURES										

0354	13.a. Conduct interview										

0355	13.a.(1) Determine eligibility of claimant			b	b	-					
A0001	Administer client questionnaires	1.39	37	7	45	46	35	40	27	53	42
A0008	Conduct client interviews, other than for preparation of simple wills	3.72	37	13	45	23	38	40	40	26	50
F0403	Verify identity of claimants	5.36	37	33	48	46	41	28	40	37	8

0356	13.a.(2) Determine appropriate jurisdiction			b	b	-					
F0325	Determine claims jurisdiction	6.31	39	33	52	46	43	32	47	42	0

0357	13.a.(3) Determine appropriate chapter			b	b	-					
F0324	Determine chapter for claims	6.33	37	33	48	46	41	28	33	42	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0358	13.a.(4) Provide proper forms and instructions										
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F0319	Brief claimants on claims filing procedures	6.28	38	27	52	46	43	32	40	47	0
F0345	Prepare claimant instruction packets	3.36	35	33	42	31	41	32	40	42	0

0359	13.b. Accept claim										
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F0340	Perform follow-up actions on incomplete mail-in claims	5.22	34	20	42	46	41	28	40	42	8
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0360	13.c. Assemble claims file										
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0361	13.c.(1) Obtain required documents from claimant										
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F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	5.92	39	33	48	46	43	36	40	47	0
F0391	Procure statements in support of claims	4.58	18	13	18	31	27	8	20	21	0

0362	13.c.(2) Place documents in proper order in folder										
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F0314	Assemble claims files	6.61	39	33	52	46	43	32	40	42	8
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0363	13.c.(3) Annotate receipt of claim										
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0364	13.c.(4) Open claim										
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F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	37	27	48	46	41	32	40	42	0
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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0365	13.c.(5) Place claims number on claims forms	2b	b	-							
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0366	13.c.(6) Prepare file label	2b	b	-							
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F0348	Prepare claims labels	4.58	39	33	48	46	43	36	40	42	8
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0367	13.c.(7) Mark appropriate exhibits	2b	b	-							
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E0301	Mark exhibits	3.69	25	20	33	31	8	28	40	11	50
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0368	14. PROCESS INCIDENT TO SERVICE CLAIMS										
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0369	14.a. Personnel claims										
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B0080	Prepare or review legal reviews of fundraising activities	3.00	7	7	0	31	3	12	7	5	0
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0370	14.a.(1) Transportation related claims	b	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
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F0341	Perform follow-up actions on personnel claims	5.31	37	33	48	46	43	28	40	42	8
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F0380	Process personnel claims, other than for clothing	6.28	34	27	45	46	41	28	40	37	0
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F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	36	27	45	46	43	28	47	42	0
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F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	6.17	24	20	33	23	30	20	27	26	0
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0371	14.a.(2) General personnel claims	b	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
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F0341	Perform follow-up actions on personnel claims	5.31	37	33	48	46	43	28	40	42	8
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F0380	Process personnel claims, other than for clothing	6.28	34	27	45	46	41	28	40	37	0
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D		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
T Tsk		EMP	1-48	FE		AF				PC	SA
Y Nbr	Task Title										
F0381	Process personnel clothing claims	5.94	33	27	45	46	35	24	47	32	0
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	6.47	36	27	45	46	43	28	47	42	0

0372	14.a.(3) Mechanics of adjudication			2b	c	-					
F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8

0373	14.a.(4) Settlement			2b	c	-					
F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0324	Determine chapter for claims	6.33	37	33	48	46	41	28	33	42	0

0374	14.a.(5) Reconsiderations			b	c	-					
F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0384	Process reconsiderations from claimants	5.97	36	33	42	38	43	28	47	42	0

0375	14.a.(6) Salvage property			b	c	-					
F0343	Pick up or turn-in items for salvage	3.58	11	7	9	31	14	0	20	16	0
F0356	Prepare salvage documents	4.11	9	7	6	23	11	4	13	16	0
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	4.08	25	20	27	38	22	16	40	42	0

0376	14.a.(7) Natural disasters			-	c	-					
F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0380	Process personnel claims, other than for clothing	6.28	34	27	45	46	41	28	40	37	0
F0389	Process requests for partial payment	5.50	10	0	15	23	8	16	7	11	0

0377	14.b. Process carrier recovery claims										

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0378	14.b.(1) Increased valuation	2b	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

0379	14.b.(2) Overseas shipment	2b	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

0380	14.b.(3) DPM Contractors	2b	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8
F0397	Review direct procurement method (DPM) contracts	4.56	22	20	27	23	27	20	20	32	0

0381	14.b.(4) Nontemporary storage (NTS)	2b	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0382	14.b.(5) Freight forwarders	-	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

0383	14.b.(6) Full replacement value	-	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

0384	14.b.(7) International air cargo shipments	-	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

0385	14.b.(8) Handcarried baggage	-	c	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0369	Process carrier recovery claims for settlements	6.14	33	27	42	46	35	28	40	37	8
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0386	14.b.(9) Carrier's rights			a	c	-					
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0337	Perform follow-up actions on carrier recovery claims	6.06	33	33	36	38	32	28	40	42	8
F0363	Prepare or review demand on carrier or contractor	5.25	31	27	36	38	41	20	40	42	0
F0383	Process rebuttals from carriers	5.94	35	33	39	46	38	28	47	42	8

0387	14.c. Process insurance company recoveries			c	-	-					
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F0370	Process carrier recovery insurance claims	5.92	27	7	30	38	35	20	33	37	8
F0398	Review payments from claimants' insurers	5.33	29	13	39	31	32	32	33	32	0

0388	14.d. Fraudulent claims			A	b	c					
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0389	15. PROCESS ANTI-GOVERNMENT CLAIMS										
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0390	15.a. Federal Tort Claims Act										
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F0373	Process claims under foreign claims act	3.64	5	7	3	23	3	4	7	0	0
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0391	15.a.(1) Tort law			a	b	c					
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
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0392	15.a.(2) Statutory requirements			a	b	c					
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F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0393 15.a.(3) Settlement

a b c

F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0334	Negotiate claims settlements	4.33	26	27	30	31	32	20	40	26	0
F0365	Prepare or review settlement agreements	4.31	26	13	36	38	32	20	33	26	0
F0374	Process federal tort claims	5.33	26	7	30	31	35	24	33	32	0
F0388	Process requests for emergency payments	5.50	7	0	12	15	8	8	0	11	0

0394 15.a.(4) Litigation support

a b c

F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	3.17	9	0	12	15	3	8	27	11	0
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0395 15.b. Military Claims Act

0396 15.b.(1) Tort vs non-combat activity

a b c

A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
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0397 15.b.(2) Statutory requirements

a b c

F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
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0398 15.b.(3) Settlements

a b c

F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0334	Negotiate claims settlements	4.33	26	27	30	31	32	20	40	26	0
F0365	Prepare or review settlement agreements	4.31	26	13	36	38	32	20	33	26	0
F0387	Process requests for advance payments	5.14	10	7	18	15	11	8	7	11	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0399	15.b.(4) Appeals										
		a	b	c							

0400	15.c. Foreign Claims Act										
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0401	15.c.(1) Prepare file for forwarding to foreign claims commission	-	b	-							
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0402	15.c.(2) Foreign claims commission										
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0403	15.c.(2)(a) Adjudicate	-	b	-							
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F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0373	Process claims under foreign claims act	3.64	5	7	3	23	3	4	7	0	0

0404	15.c.(2)(b) Prepare memorandum of opinion	-	b	-							
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A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8

0405	15.c.(2)(c) Prepare settlement agreements	-	b	-							
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F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0334	Negotiate claims settlements	4.33	26	27	30	31	32	20	40	26	0
F0365	Prepare or review settlement agreements	4.31	26	13	36	38	32	20	33	26	0

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T Tsk					TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS
Y Nbr	Task Title				EMP	1-48	FE		AF				PC
													SA
0406	15.d. Medical malpractice claims overview	-	b	c									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
F0335	Perform claims legal research				6.33	30	20	33	38	38	24	33	42
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department				3.17	9	0	12	15	3	8	27	11
F0378	Process medical malpractice claims				3.50	7	0	3	23	8	12	13	5
0407	15.e. International agreement claims	-	b	-									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
F0335	Perform claims legal research				6.33	30	20	33	38	38	24	33	42
F0377	Process international agreement claims				2.78	3	13	0	15	0	4	7	0
0408	15.f. Use of government property claims	-	b	-									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
F0317	Assert government (G) claims				6.67	24	0	30	31	27	24	33	37
F0335	Perform claims legal research				6.33	30	20	33	38	38	24	33	42
F0338	Perform follow-up actions on G claims				4.89	21	7	21	31	27	16	27	37
F0375	Process G claims				4.89	21	7	18	31	27	16	33	37
F0390	Process use of government property claims				3.47	6	0	3	8	8	8	7	16
F0399	Review security forces blotters for potential claims				4.58	31	20	33	38	38	28	40	42
0409	15.g. National Guard Claims Act	-	b	-									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
F0335	Perform claims legal research				6.33	30	20	33	38	38	24	33	42
F0367	Process Air National Guard claims				2.33	7	0	12	8	8	4	7	11
0410	15.h. Nonappropriated fund claims	-	b	-									
A0048	Search directives, files, or legal references for information, such as opinions or decisions				5.64	47	40	39	46	57	52	27	53
F0335	Perform claims legal research				6.33	30	20	33	38	38	24	33	42

D		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
T Tsk		EMP	1-48	FE		AF				PC	SA
Y Nbr	Task Title										
F0379	Process nonappropriated funds claims	4.67	19	7	27	23	19	24	20	21	0
0411	16. PROCESS PRO-GOVERNMENT CLAIMS										
0412	16.a. Federal Medical Care Recovery Act										
0413	16.a.(1) Program management										
0414	16.a.(1)(a) Process AF Form 1488			a	b	c					
F0376	Process hospital recovery claims	4.64	9	0	9	23	14	8	7	5	0
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	4.33	10	0	18	15	14	8	7	5	0
0415	16.a.(1)(b) Process AF Form 438			a	b	c					
0416	16.a.(1)(c) Process questionnaire			a	b	c					
A0001	Administer client questionnaires	1.39	37	7	45	46	35	40	27	53	42
F0329	Follow up on personal injury questionnaires	3.94	10	0	9	15	14	12	7	11	0
F0354	Prepare requests for completion of personal injury questionnaires	3.53	9	0	12	8	14	12	7	11	0
F0376	Process hospital recovery claims	4.64	9	0	9	23	14	8	7	5	0
0417	16.a.(1)(d) Assert			a	b	c					
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0318	Assert hospital recovery claims	5.28	9	0	9	15	14	12	7	5	0
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
F0376	Process hospital recovery claims	4.64	9	0	9	23	14	8	7	5	0

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T Tsk	Task Title	TNG EMP	ALL 1-48	USA FE	AETC	PAC AF	ACC	AMC	AFMC	AFS PC	AFL SA
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0418	16.a.(1)(e) Monitor										
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F0339	Perform follow-up actions on hospital recovery claims	4.17	10	7	12	15	14	12	7	5	0
F0376	Process hospital recovery claims	4.64	9	0	9	23	14	8	7	5	0
F0399	Review security forces blotters for potential claims	4.58	31	20	33	38	38	28	40	42	0

0419	16.a.(2) Potential sources of recovery										
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F0315	Assemble investigative files on potential claims	5.22	35	27	42	38	41	28	47	42	8
F0333	Maintain potential claims files	4.69	35	27	48	38	38	32	33	42	0
F0376	Process hospital recovery claims	4.64	9	0	9	23	14	8	7	5	0

0420	16.a.(3) Coordination of Benefits										
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F0376	Process hospital recovery claims	4.64	9	0	9	23	14	8	7	5	0
F0398	Review payments from claimants' insurers	5.33	29	13	39	31	32	32	33	32	0

0421	16.a.(4) Settlements										
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F0334	Negotiate claims settlements	4.33	26	27	30	31	32	20	40	26	0
F0385	Process request for compromise of medical expenses	3.00	4	0	0	8	8	4	7	5	0
F0386	Process request for waivers of medical expenses	2.81	3	0	0	8	8	0	7	5	0

0422	16.a.(5) U.S. Attorney's role										
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F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	3.17	9	0	12	15	3	8	27	11	0
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0423	16.b. Torts in favor of the Government										
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0424	16.b.(1) Review source documents										
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F0399	Review security forces blotters for potential claims	4.58	31	20	33	38	38	28	40	42	0
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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0425	16.b.(2) Prepare demand letter										
		a	b	c							
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0317	Assert government (G) claims	6.67	24	0	30	31	27	24	33	37	0
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
F0338	Perform follow-up actions on G claims	4.89	21	7	21	31	27	16	27	37	0
F0375	Process G claims	4.89	21	7	18	31	27	16	33	37	0
0426	16.b.(3) Process settlement										
		a	b	c							
0427	17. PROCESS ARTICLE 139, UCMJ, CLAIMS	-	B	-							
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
F0368	Process Article 139, UCMJ, claims	3.58	5	0	6	8	5	4	13	0	0
0428	18. ADMIRALTY CLAIMS	-	B	-							
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
F0366	Process admiralty claims	1.72	2	0	6	8	0	0	7	0	0
0429	19. CIVIL AIR PATROL (CAP) CLAIMS	-	B	-							
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	47	40	39	46	57	52	27	53	67
F0335	Perform claims legal research	6.33	30	20	33	38	38	24	33	42	8
F0371	Process Civil Air Patrol claims	1.94	3	0	3	8	3	4	7	0	0
0430	20. OTHER CLAIMS	-	b	-							

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

 0431 21. FINAL CLAIMS PROCESSING PROCEDURES

 0432 21.a. Prepare settlement letter 2b b -

F0395	Review completed claims files prior to payment	5.31	26	27	39	31	32	24	20	16	0
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 0433 21.b. Prepare settlement voucher

 0434 21.b.(1) SF Form 1034 2b b -

A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	20	30	23	27	24	13	32	33
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	30	20	39	38	30	32	40	37	0
F0360	Prepare vouchers for payment of claims	5.47	37	33	45	46	41	36	47	42	0
F0372	Process claims payment vouchers	5.36	33	27	36	46	41	24	47	37	0

 0435 21.b.(2) SF Form 1145 A b -

A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	20	30	23	27	24	13	32	33
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	23	0	24	31	22	28	40	37	0
F0360	Prepare vouchers for payment of claims	5.47	37	33	45	46	41	36	47	42	0
F0372	Process claims payment vouchers	5.36	33	27	36	46	41	24	47	37	0

 0436 21.b.(3) DD Form 1131 2b b -

A0019	Hand-carry priority communications or documents to internal action offices	1.39	26	20	30	23	27	24	13	32	33
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	35	33	39	46	41	28	40	42	0

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Task Title

TNG
EMP

ALL
1-48

USA
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0437	21.b.(4)	FMS Form 195, 196, and 197-A	A	b	-										
F0352		Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	3.58	13	0	6	23	16	12	27	21	0			
F0360		Prepare vouchers for payment of claims	5.47	37	33	45	46	41	36	47	42	0			
F0372		Process claims payment vouchers	5.36	33	27	36	46	41	24	47	37	0			

[illegible]

0439	21.d. Prepare settlement agreements/ releases		a	b	-										
F0365	Prepare or review settlement agreements	4.31	26	13	36	38	32	20	33	26	0				

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0441	21.f. Prepare notice of unearned transportation charges	a	b	-
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0442	21.g.	Close claim	2b	b	-
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0443 22. ARMED FORCES CLAIMS

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA

0444	22.a. Inputs	2b	b	-							
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
F0310	Adjudicate claims	7.56	39	27	52	46	43	32	47	42	8
F0313	Approve claims	4.19	21	20	24	31	16	24	27	21	8
F0316	Assert carrier recovery claims	7.17	38	33	45	46	41	32	47	42	8
F0317	Assert government (G) claims	6.67	24	0	30	31	27	24	33	37	0
F0318	Assert hospital recovery claims	5.28	9	0	9	15	14	12	7	5	0
F0320	Close out claims	6.28	38	33	52	38	41	32	40	47	8
F0329	Follow up on personal injury questionnaires	3.94	10	0	9	15	14	12	7	11	0
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	37	27	48	46	41	32	40	42	0
F0341	Perform follow-up actions on personnel claims	5.31	37	33	48	46	43	28	40	42	8
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	35	33	39	46	41	28	40	42	0
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	23	0	24	31	22	28	40	37	0
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	30	20	39	38	30	32	40	37	0
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	4.08	25	20	27	38	22	16	40	42	0
0445	22.b. Transfer claims	2b	b	-							
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
F0346	Prepare claims for transmittal	4.50	32	27	42	46	32	28	40	32	0
F0402	Transfer claims using AFCIMS	5.50	37	33	42	46	43	36	40	42	8
0446	22.c. Funds log	-	b	3c							
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
F0312	Annotate claims funds logs	4.44	27	20	30	38	32	28	33	26	0
F0331	Maintain claims funds logs	4.61	26	20	30	23	30	28	33	26	0
F0392	Reconcile claims funds logs	3.67	19	13	24	38	22	12	27	16	0
0447	22.d. Reports	-	b	3c							
A0006	Compile statistical data	1.64	54	47	36	38	54	72	60	58	75
A0044	Retrieve data using computers	5.19	73	73	61	69	81	76	67	84	75
D0262	Prepare or review case summary reports	2.64	10	0	9	0	11	8	20	5	25
F0311	Analyze claims management data listings or reports	3.92	27	20	30	31	35	20	33	37	0

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0448 22.e. Systems Management

0449 22.e.(1) Back-up A - 3c

A0044 Retrieve data using computers 5.19 73 73 61 69 81 76 67 84 75

0450 22.e.(2) Archive A - 3c

A0044 Retrieve data using computers 5.19 73 73 61 69 81 76 67 84 75

0451 23. MAJOR COMMAND (MAJCOM) PARALEGAL
FUNCTIONS

0452 23.a. Manage retraining program - - -

K0502	Process completed retraining package	1.33	4	7	0	0	8	4	7	5	0
L0539	Interview potential paralegal retrainees	1.83	9	7	3	0	16	16	7	11	0
L0545	Prepare recommendation or non-recommendation retraining package	2.14	6	7	3	0	11	4	7	16	0

0453 23.b. Act as focal point for training
issues - - -

0454 23.c. Manage formal training - - -

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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0455	23.d. Conduct staff assistance visits and quality assessments	-	-	-							
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L0510	Conduct staff assistance visits, inspections, or audits	1.61	10	7	6	0	11	16	13	11	25
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0456	23.e. Manage manpower positions	-	-	-							
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H0459	Request or distribute mobility requirements documents	1.75	4	0	3	0	5	4	13	0	0
H0460	Review UTC requirements	1.78	6	0	6	8	5	12	13	0	0

0457	23.f. Manage personnel issues	-	-	-							
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A0045	Review suspense dates	2.19	47	27	36	54	54	56	47	63	33
A0046	Schedule conferences	.69	17	20	12	8	11	20	27	21	25
A0047	Schedule office appointments	2.53	51	33	55	38	51	76	53	42	50

0458	23.g. Manage computer assets	-	-	-							
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A0021	Inventory equipment or supplies	1.08	29	20	30	15	22	28	20	37	67
A0026	Maintain office computer systems	2.28	25	7	33	23	19	24	27	26	58

0459	23.h. Compile reports for Air Staff	-	-	-							
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0460	23.i. Oversee AMJAMS II	-	-	-							
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0461	23.j. Manage claims funds	-	-	-							
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T Tsk	Task Title	TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL
Y Nbr		EMP	1-48	FE		AF				PC	SA

0462	23.k. Coordinate Air National Guard and Reserve paralegal issues	-	-	-							
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0463	23.m. Conduct conferences	-	-	-							
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A0030	Prepare briefings, other than professional military education (PME) briefings	1.75	55	53	55	31	68	52	67	47	58
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A0046	Schedule conferences	.69	17	20	12	8	11	20	27	21	25
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0464	23.n. Source Deployment	-	-	-							
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H0432	Conduct mobility or deployment site surveys	2.08	3	0	3	0	3	4	13	0	0
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H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2.14	2	0	0	0	5	4	7	0	0
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H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	3	0	3	8	3	4	13	0	0
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H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	4	0	0	8	5	4	13	5	0
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H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	3	0	0	8	3	4	13	0	0
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0465	Tasks not referenced										
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A0002	Answer customer service telephone calls	3.53	80	67	88	85	73	76	80	89	75
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A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	1.03	2	0	3	8	0	4	0	0	0
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A0014	Dispose of obsolete or excess publications, other than law library	2.36	14	0	12	8	8	20	13	16	33
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A0015	Dispose of unclassified files	2.33	33	7	27	23	35	36	27	47	58
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A0017	Establish reading files	1.14	11	7	9	0	11	16	0	16	17
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A0049	Sort and distribute incoming mail	2.06	47	33	55	46	38	48	40	63	67
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B0057	Conduct surveys concerning environmental law issues	.89	2	0	0	0	3	4	0	5	0
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B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2.33	2	0	0	0	8	4	0	0	0
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B0068	Prepare support documents for special security files	1.19	3	0	0	15	3	4	0	5	0
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B0072	Prepare or process documentation for decredentiaing boards	.89	1	0	0	0	0	4	0	0	0
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B0073	Prepare or review barment documents	2.89	9	7	0	15	22	12	7	0	0
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B0075	Prepare or review general investigative reports	2.33	19	13	6	38	30	8	40	21	0
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'AFOMS (AETC) Randolph AFB TX'

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T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL	
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA	
B0081	Prepare or review legal reviews of private organizations	3.08	7	7	0	31	3	16	7	5	0	
B0083	Prepare or review letters requesting financial disclosure statements	1.50	4	0	0	23	3	4	7	5	0	
B0091	Prepare or review revocation documents	1.58	5	7	0	8	3	12	0	11	0	
B0100	Process revocation actions	1.92	4	0	0	8	3	12	0	5	8	
B0101	Process special security files	1.06	2	0	0	8	3	4	0	5	0	
B0103	Provide administrative support for flying evaluation boards (FEBs)	1.14	2	7	9	0	0	0	0	0	0	
B0106	Review special security files	.94	3	0	0	8	8	4	0	0	0	
B0107	Schedule military law seminars	.97	3	0	3	0	0	8	7	5	0	
C0121	Complete court-martial processing checklist procedures	6.50	37	40	42	15	38	44	47	37	17	
C0122	Conduct Article 137, UCMJ, briefings	3.94	20	13	21	23	22	24	40	16	0	
C0123	Conduct First Term Airman Course (FTAC) briefings	3.42	29	20	24	15	27	32	67	21	50	
C0125	Coordinate disposals of physical evidence with base agencies	2.28	14	7	27	8	11	12	13	21	0	
C0132	Develop Article 15, UCMJ, processing checklists	3.61	26	33	39	23	24	20	40	16	0	
C0133	Develop court-martial processing checklists	3.58	22	20	36	8	24	16	27	11	17	
C0134	Dispose of physical evidence	2.50	11	13	18	8	11	12	13	0	8	
C0139	Edit AMJAMS products	6.11	37	27	45	15	38	40	40	47	17	
C0140	Input AMJAMS data	7.22	45	40	48	23	43	52	53	53	33	
C0145	Monitor urinalysis programs	1.94	6	0	9	8	5	4	13	5	0	
C0151	Prepare administrative hold or release letters	5.69	37	33	45	23	41	44	47	32	17	
C0169	Prepare or review applications for relief under Article 69, UCMJ	3.56	9	0	15	0	8	12	7	11	0	
C0181	Prepare or review convening authority actions on individual military defense counsel requests	3.47	18	20	24	15	16	24	13	11	0	
C0190	Prepare or review delay requests	3.86	26	27	39	8	22	28	27	16	33	
C0193	Prepare or review flimsies	6.17	30	27	30	15	35	36	47	26	8	
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	2.19	7	0	15	0	8	4	13	5	0	
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	3.86	10	13	9	8	14	12	13	5	0	
C0214	Process requests for individual military defense counsel	3.61	15	13	18	8	11	16	20	11	25	
C0224	Report data on DUI violations	2.83	13	7	21	8	14	8	13	16	0	
C0228	Request records of prior disciplinary actions	4.92	35	27	39	15	38	40	47	37	25	
C0229	Request reports on individual personnel (RIPs)	4.36	35	33	39	15	32	40	47	42	25	
C0231	Research charges and specifications for court-martial actions	5.31	27	20	36	8	27	36	27	26	8	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	5.36	35	27	39	23	32	48	47	42	8	
C0239	Review Daily Register of Transactions on military justice actions	3.06	10	13	15	0	5	12	13	11	8	
C0243	Review RIPs for courts-martial	4.75	33	27	45	15	32	36	47	26	17	
C0245	Review trial briefs	2.81	6	0	21	0	3	0	0	5	0	
D0255	Conduct initial reviews of adverse actions	3.92	15	20	9	0	14	20	13	16	42	
D0256	Coordinate case loads with base law office personnel	2.14	12	0	15	0	14	16	7	11	22	

D0258	Establish eligibility of clients for defense services	3.03	11	7	9	0	5	12	13	11	42
D0264	Prepare or review client assistance records	2.89	9	0	9	0	3	12	0	16	33

D												
T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL	
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA	
D0265	Prepare or review client responses for discharge actions	3.06	13	7	9	0	16	12	13	16	42	
D0266	Prepare or review client statements	3.50	14	7	15	0	8	16	13	16	42	
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	3.25	9	13	6	0	5	20	7	5	8	
D0272	Prepare or review office activity reports	2.72	9	0	12	0	11	0	13	5	42	
D0281	Prepare or review requests for delay actions	3.33	14	20	18	0	8	12	13	11	33	
D0283	Prepare or review requests for individual military defense counsel	3.00	7	0	12	0	5	0	0	5	42	
D0290	Schedule client appointments	2.53	21	7	24	0	11	32	27	21	50	
E0295	Assemble documentation FEB actions	2.50	1	0	0	8	3	0	0	0	0	
E0299	Maintain court files or tapes	2.28	12	13	21	8	8	16	7	5	8	
E0300	Maintain court reporter logs	1.89	2	0	6	0	3	0	0	0	0	
E0302	Prepare or review court reporter chronologies	2.67	6	7	9	0	5	8	0	5	8	
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AAIBs)	2.11	2	0	3	8	0	0	0	5	8	
E0305	Record proceedings	2.69	3	0	3	0	0	8	0	5	0	
E0307	Transcribe proceedings	2.97	1	0	0	0	0	0	0	5	0	
F0326	Develop claims checklists	3.33	25	13	36	31	27	24	27	26	0	
F0361	Prepare and process unearned transportation charges	5.03	27	20	36	38	32	20	27	32	0	
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	4.36	10	0	18	15	14	8	7	5	0	
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	1.75	0	0	0	0	0	0	0	0	0	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	3.64	13	7	15	15	14	24	13	11	0	
H0431	Conduct LOAC briefings	4.06	16	13	12	23	16	28	13	16	8	
H0439	Draft general orders	1.78	1	0	0	0	0	4	0	0	0	
H0440	Draft or write mobility or deployment after-action reports	1.97	2	0	0	0	0	8	7	0	0	
H0446	Participate in wing operations or exercise planning meetings	1.67	9	0	6	8	11	16	13	11	0	
H0447	Prepare budget contracts for foreign or tax law studies	1.81	0	0	0	0	0	0	0	0	0	
H0448	Prepare deployment planning guides	2.31	5	0	3	8	3	12	7	0	0	
H0450	Prepare Exercise Evaluation Team (EET) inputs	1.83	6	0	6	8	8	12	7	5	0	
H0453	Prepare mobility equipment or supplies for transport	2.00	6	0	6	15	5	16	0	5	0	
H0455	Prepare or review official duty certificates	1.14	0	0	0	0	0	0	0	0	0	
H0456	Process classified materials or documents at deployed locations	2.11	1	0	0	0	0	8	0	0	0	
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	2.08	7	0	3	0	14	16	0	16	0	
H0461	Review and analyze target folders	1.69	1	0	0	0	0	8	0	0	0	
I0463	Complete accident or incident reports	2.33	2	7	3	0	0	4	0	0	0	
I0469	Initiate requests for temporary duty (TDY) orders	1.69	13	7	15	8	11	12	13	21	25	
I0472	Maintain or update status indicators, such as boards	1.69	17	7	6	22	18	16	20	26	33	

	graphs, or charts												
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	3.00	14	7	6	15	14	16	13	21	33		

D												
T Tsk		TNG	ALL	USA	AETC	PAC	ACC	AMC	AFMC	AFS	AFL	
Y Nbr	Task Title	EMP	1-48	FE		AF				PC	SA	
I0474	Write minutes of briefings, conferences, or meetings	1.36	6	0	3	8	3	20	0	11	0	
J0476	Develop equipment checklists	1.56	8	0	6	15	3	16	0	11	25	
J0480	Maintain documentation on items requiring periodic inspections or calibrations	1.61	6	0	3	0	3	8	0	11	25	
K0483	Administer or score tests	.33	5	7	0	0	11	8	0	5	0	
K0485	Complete student entry or withdrawal forms	.53	1	0	0	0	0	4	0	0	0	
K0486	Conduct formal course classroom training	.75	2	7	0	0	0	4	0	5	0	
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	.86	4	7	0	0	3	12	7	5	0	
K0491	Develop training programs, plans, or procedures	1.94	8	13	3	0	3	12	20	21	0	
K0492	Develop written tests	.94	2	7	0	0	3	4	0	5	0	
K0493	Develop or procure training materials or aids	1.47	11	13	9	8	5	16	13	32	0	
K0494	Establish or maintain study reference files	1.75	9	7	3	15	14	8	13	16	0	
K0498	Inspect training materials or aids for operation or suitability	1.28	5	7	3	0	5	8	7	5	0	
K0500	Personalize lesson plans	1.14	5	13	3	0	3	4	7	11	8	
K0503	Write training reports	1.42	1	0	0	0	3	0	7	0	0	
L0508	Conduct safety and security briefings	1.69	10	0	15	8	14	8	7	16	8	
L0512	Conduct safety inspections of equipment or facilities	1.69	13	7	18	8	14	8	13	16	17	
L0516	Determine or establish work assignments or priorities	2.39	17	7	24	0	24	20	7	21	8	
L0517	Develop organizational or functional charts	1.19	6	7	3	0	5	8	7	11	8	
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	1.56	1	0	0	0	3	0	7	0	0	
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	1.75	5	0	3	8	3	8	7	5	8	
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	1.19	7	0	9	8	8	4	7	11	17	
L0547	Review written tests	.56	3	7	0	0	5	12	0	0	0	
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	1.17	4	0	3	8	3	12	7	0	0	
L0549	Safeguard written tests	.31	1	0	0	0	3	4	0	0	0	
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	1.72	3	0	3	0	5	4	7	0	0	
L0557	Write replies to inspection reports	1.86	6	0	9	0	11	4	7	0	8	

Report Option Table

Factor Title			Mean	S.D.	Based on All Tasks Within Ran Option			
					Max	Min	Valid	
Primary Sort	F0076	5J0X1 Training Emphasis Ratings			3.33	1.62	7.56	.31 557
Secondary Sort		Not Used			.00	.00	.00	.00 557
Print Suppress		Not Used						

Description of Reported Factors

Col	Factor	Source vector	Title	Number Members	Mean	S.D.	Max	Min	Valid
1	TITLE		Task Statement						
2	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557
3	F0009	GP0009/PMP	All DAFSC 5J0X1 AD Amn with 1-24 Mos TICF	79	17.39	15.25	81.01	.00	557
4	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
5	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557

AFSC 5J0X1 tasks are presented below in descending order of first term training emphasis ratings, together with the percent of first-job and first-enlistment incumbents performing each task, and the relative task difficulty ratings.

Training emphasis ratings were collected from 36 experienced career ladder NCOs (primarily E-6s and E-7s) who worked in a variety of commands and locations. These NCOs rated job inventory tasks on a 10-point scale ranging from zero (no training required) to nine (extremely high training emphasis recommended). Overall, the 36 raters had acceptable agreement as to which tasks require some form of structured training during the first-enlistment.

In this career ladder, the average training emphasis rating was 3.33, with a standard deviation of 1.62. Tasks rated above 4.95 are high in training emphasis and should be seriously considered for inclusion in the basic resident course. Tasks rated below 3.33 generally are more appropriately trained by OJT rather than in the formal basic resident course.

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T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
F0310	Adjudicate claims	7.56	47	39	5.70
C0189	Prepare or review DD Forms 458 (Charge Sheet)	7.47	41	41	5.81
C0138	Draft charges and specifications for court-martial actions	7.25	35	34	6.08
C0140	Input AMJAMS data	7.22	48	45	5.29
F0316	Assert carrier recovery claims	7.17	43	38	5.06
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	7.17	43	37	4.87
C0185	Prepare or review court-martial promulgating orders	6.97	32	33	5.75
C0175	Prepare or review Article 15, UCMJ, punishments	6.89	35	39	5.11
C0176	Prepare or review Article 15, UCMJ, remission actions	6.89	32	34	5.11
C0179	Prepare or review Article 15, UCMJ, vacation actions	6.86	34	38	5.04
C0177	Prepare or review Article 15, UCMJ, set aside actions	6.86	33	33	5.10
C0174	Prepare or review Article 15, UCMJ, mitigation actions	6.86	24	29	5.03
C0178	Prepare or review Article 15, UCMJ, suspension actions	6.86	34	37	5.06
F0321	Conduct claims inspections	6.83	46	39	5.32
C0184	Prepare or review court-martial convening orders	6.83	30	33	5.38
C0120	Complete Article 15, UCMJ, processing checklist procedures	6.75	37	36	4.84
F0317	Assert government (G) claims	6.67	30	24	5.57
C0137	Draft charges and specifications for actions, other than court-martial actions	6.64	39	34	5.85
F0314	Assemble claims files	6.61	47	39	4.12
C0119	Compile Article 15, UCMJ, supportive evidence	6.58	35	35	4.93
C0170	Prepare or review Article 15, UCMJ, appeal actions	6.58	30	37	5.22
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	6.50	30	30	4.38
C0121	Complete court-martial processing checklist procedures	6.50	42	37	5.21
F0322	Process approximately armed vehicle (PAV) claims, such as	6.47	44	36	5.15

VERY HIGH (2SD)

HIGH

	for transportation, vandalism, or theft				
C0186	Prepare or review DD Forms 2707 (Confinement Order)	6.42	34	34	4.59

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T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
C0149	Perform military justice legal research	6.36	35	33	6.73
F0335	Perform claims legal research	6.33	37	30	5.87
F0324	Determine chapter for claims	6.33	44	37	5.17
C0171	Prepare or review Article 15, UCMJ, appellate actions	6.31	19	28	5.22
F0325	Determine claims jurisdiction	6.31	47	39	4.51
F0319	Brief claimants on claims filing procedures	6.28	46	38	4.35
F0380	Process personnel claims, other than for clothing	6.28	42	34	5.14
F0320	Close out claims	6.28	46	38	4.12
C0193	Prepare or review flimsies	6.17	30	30	4.37
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	6.17	28	24	4.73
C0182	Prepare or review court-martial actions of convening authorities	6.17	20	26	5.79
F0369	Process carrier recovery claims for settlements	6.14	37	33	5.27
C0139	Edit AMJAMS products	6.11	34	37	5.56
C0205	Process Article 15, UCMJ, appeal actions	6.11	30	30	5.30
F0337	Perform follow-up actions on carrier recovery claims	6.06	37	33	4.98
F0344	Prepare carrier recovery claims for setoffs	6.03	35	33	4.90
F0322	Conduct claims investigations	6.03	42	35	5.69
F0347	Prepare claims inspection memorandums	6.03	42	36	4.81
F0384	Process reconsiderations from claimants	5.97	43	36	5.21
C0163	Prepare trial folders	5.97	35	35	4.08
C0235	Review charge sheets for accuracy and completeness	5.97	32	34	5.92
F0383	Process rebuttals from carriers	5.94	39	35	5.49
F0381	Process personnel clothing claims	5.94	39	33	5.16
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	5.92	44	39	4.03
F0370	Process carrier recovery insurance claims	5.92	30	27	5.76
F0357	Prepare seven-point memorandums	5.86	27	25	6.67
C0157	Prepare findings worksheets	5.86	25	26	4.44
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	5.83	27	26	5.13
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	5.78	41	39	4.77
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	5.75	30	33	5.62
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	5.75	30	31	5.01
C0168	Prepare or review amendments to court-martial convening orders	5.69	28	28	5.03
C0151	Prepare administrative hold or release letters	5.69	38	37	3.37
C0162	Prepare sentencing worksheets	5.67	28	27	4.80
C0208	Process court-martial promulgating orders	5.64	25	28	5.43
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.64	41	47	5.59
C0164	Prepare witness payment vouchers	5.58	28	27	4.64
F0388	Process requests for partial payment	5.50	14	10	5.21

HIGH

F0402	Transfer claims using AFCIMS	5.50	42	37	4.05
F0388	Process requests for emergency payments	5.50	10	7	5.41
F0360	Prepare vouchers for payment of claims	5.47	43	37	4.43

- 297 -

D					
T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	5.44	35	30	4.50
C0195	Prepare or review invitational travel orders	5.42	27	27	5.21
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	5.42	49	43	4.03
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	5.39	35	31	3.57
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.39	18	23	5.93
C0204	Prepare or review supplementary court-martial orders	5.39	22	21	5.67
C0240	Review evidence to determine appropriateness for military justice actions	5.39	30	30	5.78
F0403	Verify identity of claimants	5.36	41	37	3.35
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	5.36	34	35	5.41
F0372	Process claims payment vouchers	5.36	38	33	4.45
B0053	Brief clients on powers of attorney	5.33	65	59	3.34
F0374	Process federal tort claims	5.33	30	26	6.02
F0398	Review payments from claimants' insurers	5.33	34	29	5.41
C0156	Prepare excess leave documentation	5.33	23	25	4.21
C0231	Research charges and specifications for court-martial actions	5.31	28	27	5.99
F0395	Review completed claims files prior to payment	5.31	30	26	5.01
F0341	Perform follow-up actions on personnel claims	5.31	44	37	4.55
B0086	Prepare or review powers of attorney	5.28	66	64	4.05
C0227	Request military witnesses for courts-martial	5.28	29	29	4.72
F0318	Assert hospital recovery claims	5.28	9	9	5.96
C0173	Prepare or review Article 15, UCMJ, decision letters	5.28	23	25	5.00
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.25	28	30	5.06
F0363	Prepare or review demand on carrier or contractor	5.25	35	31	4.77
F0340	Perform follow-up actions on incomplete mail-in claims	5.22	39	34	4.40
F0315	Assemble investigative files on potential claims	5.22	42	35	4.46
C0206	Process Article 32, UCMJ, investigations	5.19	22	21	5.49
A0044	Retrieve data using computers	5.19	72	73	4.03
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	5.14	20	24	5.03
F0387	Process requests for advance payments	5.14	14	10	5.29
C0230	Request witness fundings	5.14	27	28	4.90
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	5.14	30	27	5.15
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	5.08	38	35	4.00
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	5.08	23	23	4.35
C0192	Prepare or review discovery requests	5.08	27	29	5.76
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.06	25	29	5.82

HIGH

F0361	Prepare and process unearned transportation charges	5.03	30	27	4.76
C0217	Process witness payment vouchers	5.03	24	25	5.13

D	T Tsk	TNG	1-24 MOS	1-48 MOS	TSK	
Y Nbr	Task Title	EMP	TICF	TICF	DIF	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	5.03	28	23	4.74	
C0220	Procure court-martial or board members	5.00	24	26	4.94	
C0135	Distribute court-martial orders	4.97	35	34	3.38	
C0118	Brief organizations on Article 15, UCMJ, procedures	4.97	28	30	4.86	
C0212	Process post-trial materials submitted by accused	4.97	24	27	5.35	HIGH (1SD)
C0225	Request civilian witnesses for courts-martial	4.94	29	30	5.38	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	4.92	44	43	5.52	
C0228	Request records of prior disciplinary actions	4.92	35	35	3.91	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	4.89	20	24	3.66	
F0375	Process G claims	4.89	25	21	5.73	
F0338	Perform follow-up actions on G claims	4.89	24	21	4.91	
C0198	Prepare or review proposed court-martial member lists	4.86	32	33	4.83	
C0148	Notify participants of courts-martial or boards	4.83	34	33	3.60	
C0209	Process discharges or resignations in lieu of courts-martial	4.81	16	18	5.94	
C0130	Coordinate witness fundings with appropriate agencies	4.81	27	29	5.19	
C0166	Prepare or process releases for court-martial or board members	4.81	27	26	4.17	
C0223	Procure and brief individuals for bailiff duties	4.78	28	30	3.97	
A0007	Compose or type administrative correspondence	4.75	72	72	3.29	
C0211	Process excess leave documentation	4.75	20	24	5.19	
C0243	Review RIPS for courts-martial	4.75	37	33	4.20	
A0035	Prepare witness travel orders	4.75	32	30	4.46	
C0210	Process discovery requests	4.75	18	23	5.50	
C0136	Distribute court-martial records of trials to reviewing authorities	4.75	33	33	3.44	
F0333	Maintain potential claims files	4.69	41	35	4.22	ABOVE AVERAGE
B0052	Assist in preparation of Legal Information Online System (LIONS)	4.69	30	30	3.28	
F0379	Process nonappropriated funds claims	4.67	22	19	5.81	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	4.67	16	19	6.29	
C0232	Review allied papers for insertion in records of trial	4.67	16	19	5.59	
C0150	Perform trial team member activities	4.64	11	16	6.32	
F0376	Process hospital recovery claims	4.64	9	9	6.30	
C0196	Prepare or review letters concerning submission of matters to convening authority	4.64	30	30	5.01	
C0155	Prepare courtrooms for proceedings	4.61	35	36	2.90	
F0331	Maintain claims funds logs	4.61	30	26	4.78	
C0253	Verify availability of court-martial or board members	4.58	32	32	3.74	
F0399	Review security forces blotters for potential claims	4.58	34	31	3.99	
F0391	Procure statements in support of claims	4.58	23	18	4.61	
F0348	Prepare claims labels	4.58	44	39	2.73	
F0397	Review direct procurement method (DDM) contracts	4.56	28	22	5.46	

F0346	Prepare claims for transmittal	4.50	37	32	4.17
C0244	Review security forces blotters for potential disciplinary actions	4.47	35	34	4.35

D	T Tsk	TNG	1-24 MOS	1-48 MOS	TSK	
Y Nbr	Task Title	EMP	TICF	TICF	DIF	
F0312	Annotate claims funds logs	4.44	30	27	4.71	
C0116	Assist with pretrial confinement hearings	4.44	19	22	5.11	
C0142	Monitor pretrial restraint or posttrial confinement	4.39	22	21	4.74	
C0180	Prepare or review certificates of correction	4.39	13	15	5.47	
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	4.36	10	10	4.41	
C0213	Process pretrial agreements	4.36	14	19	5.74	
C0229	Request reports on individual personnel (RIPs)	4.36	37	35	3.45	
C0248	Serve records of trial on accused	4.36	30	29	3.36	
B0065	Notarize documents	4.33	72	74	3.64	
C0219	Procure convening authority approval of expert witnesses	4.33	20	24	5.58	
F0334	Negotiate claims settlements	4.33	30	26	5.81	
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	4.33	10	10	4.50	
E0297	Assemble records of trials	4.31	20	21	5.45	
B0109	Verify eligibility of clients for legal assistance	4.31	52	53	3.10	
F0365	Prepare or review settlement agreements	4.31	32	26	5.14	
C0207	Process computer-generated AMJAMS reports for distribution	4.31	30	30	4.45	
F0313	Approve claims	4.19	23	21	5.63	
C0222	Procure physical evidence for trials	4.19	20	25	5.05	
F0339	Perform follow-up actions on hospital recovery claims	4.17	9	10	5.04	ABOVE AVERAGE
C0216	Process VWAP forms	4.17	19	17	5.16	
C0172	Prepare or review Article 15, UCMJ, base activity reports	4.17	24	29	4.59	
A0036	Process administrative orders	4.17	25	27	4.68	
F0332	Maintain disaster response kits	4.14	24	23	4.33	
F0401	Suspense payment vouchers	4.11	24	23	3.82	
B0051	Assist in preparation of legal assistance cards	4.11	34	35	2.11	
C0238	Review court-martial or board member information	4.11	32	31	4.69	
F0356	Prepare salvage documents	4.11	9	9	4.15	
C0147	Monitor and report on special interest cases	4.08	28	28	5.02	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	4.08	29	25	3.85	
H0431	Conduct LOAC briefings	4.06	15	16	5.48	
C0197	Prepare or review pretrial confinement hearing reports	4.03	14	17	5.61	
E0293	Assemble documentation for Article 32, UCMJ, investigations	4.03	15	17	5.16	
F0323	Coordinate claims with other investigative agencies	4.00	30	25	4.84	
F0329	Follow up on personal injury questionnaires	3.94	8	10	4.28	
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	3.94	14	16	5.65	
C0122	Conduct Article 137, UCMJ, briefings	3.94	14	20	4.61	
D0255	Conduct initial reviews of adverse actions	3.92	15	15	5.00	
F0311	Analyze claims management data listings or reports	3.92	33	27	5.56	
B0110	Witness execution of wills	3.88	21	22	2.88	

C0154	Prepare case briefs	3.92	5	6	6.64
B0104	Provide support for administrative discharge boards	3.89	14	14	5.16
C0190	Prepare or review delay requests	3.86	25	26	4.64

- 300 -

D	T Tsk	TNG	1-24 MOS	1-48 MOS	TSK	
Y Nbr	Task Title	EMP	TICF	TICF	DIF	
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	3.86	6	10	5.92	
A0041	Refer clients to other supportive agencies	3.83	58	59	3.75	
C0143	Monitor status of excess leave personnel	3.83	18	21	4.77	
C0131	Copy records of trial	3.83	28	28	2.88	
F0362	Prepare or review claims activity reports	3.83	27	23	4.77	
D0269	Prepare or review deferment of forfeitures or reduction in grade	3.81	14	14	5.41	
B0111	Witness signing of legal documents	3.81	81	70	2.21	
F0328	Follow up on other investigative agencies' investigations	3.81	25	20	4.45	
E0292	Assemble documentation for administrative board actions	3.81	8	12	5.04	
D0261	Prepare or review Article 15 responses	3.78	23	25	5.27	
C0251	Suspense or follow up on military justice actions	3.78	28	27	4.37	
B0067	Prepare simple wills	3.78	8	10	5.40	
F0336	Perform Disaster Control Group (DCG) duties	3.78	16	18	5.51	
A0010	Conduct witness interviews	3.72	39	42	5.51	
A0008	Conduct client interviews, other than for preparation of simple wills	3.72	42	37	4.60	
D0277	Prepare or review pretrial agreements	3.69	10	13	5.96	ABOVE AVERAGE
D0285	Prepare or review responses to Staff Judge Advocate recommendations	3.69	14	17	5.70	
E0301	Mark exhibits	3.69	20	25	4.82	
B0054	Compile administrative involuntary discharge files	3.69	20	18	5.34	
B0066	Prepare miscellaneous legal reviews	3.69	14	17	5.25	
D0280	Prepare or review requests for deferment of confinement	3.69	8	10	5.84	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	3.67	23	25	4.56	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	3.67	32	32	4.19	
F0392	Reconcile claims funds logs	3.67	22	19	5.11	
B0097	Process FOIA or Privacy Act requests	3.64	4	6	5.76	
C0201	Prepare or review serious incident reports (SIRs)	3.64	19	20	5.29	
F0373	Process claims under foreign claims act	3.64	5	5	6.15	
C0246	Review unfavorable information files (UIFs)	3.64	29	28	4.55	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	3.64	18	13	5.39	
I0471	Maintain administrative files	3.61	29	31	4.48	
C0214	Process requests for individual military defense counsel	3.61	8	15	5.16	
C0132	Develop Article 15, UCMJ, processing checklists	3.61	20	26	4.98	
F0353	Prepare reports on potential claims of major accidents or incidents	3.58	13	11	5.94	
F0343	Pick up or turn-in items for salvage	3.58	13	11	4.09	
C0132	Develop court-martial processing checklists	3.58	18	22	5.22	

B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	3.58	11	10	5.61
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				'AFOMS (AETC) Randolph AFB TX'			
D							
T Tsk			TNG	1-24 MOS	1-48 MOS	TSK	
Y Nbr	Task Title		EMP	TICF	TICF	DIF	
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)		3.58	18	13	5.27	
F0368	Process Article 139, UCMJ, claims		3.58	8	5	6.00	
D0276	Prepare or review post-trial clemency evaluations		3.58	11	15	5.81	
C0169	Prepare or review applications for relief under Article 69, UCMJ		3.56	9	9	5.45	
B0064	Maintain notary logs		3.56	66	69	2.61	
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints		3.56	1	4	5.74	
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)		3.56	8	7	5.45	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)		3.56	22	21	5.07	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions		3.53	14	17	5.66	
C0203	Prepare or review stipulations		3.53	9	14	6.25	
F0354	Prepare requests for completion of personal injury questionnaires		3.53	9	9	4.59	
A0002	Answer customer service telephone calls		3.53	76	80	2.84	
C0234	Review appointment or assumption of command orders with appropriate agencies		3.53	19	22	4.83	
D0288	Prepare or review witness affidavits		3.53	6	11	5.47	
B0063	Maintain legal assistance records		3.50	23	26	2.65	
C0127	Coordinate preferral of charges on pretrial confinees with commanders		3.50	22	22	4.28	ABOVE AVERAGE
F0378	Process medical malpractice claims		3.50	8	7	6.96	
D0266	Prepare or review client statements		3.50	11	14	5.11	
C0249	Serve subpoenas on witnesses		3.47	15	18	4.12	
C0181	Prepare or review convening authority actions on individual military defense counsel requests		3.47	14	18	5.33	
F0390	Process use of government property claims		3.47	9	6	5.31	
D0289	Process request for defense witnesses		3.44	11	14	5.12	
C0233	Review AMJAMS strength reports		3.44	29	30	4.10	
A0038	Process incoming or outgoing electronic mail		3.44	56	56	2.89	
C0123	Conduct First Term Airman Course (FTAC) briefings		3.42	27	29	4.27	
C0146	Monitor victim and witness assistance program (VWAP)		3.42	16	15	5.43	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act		3.42	8	9	6.15	
D0270	Prepare or review initial case analyses		3.39	5	5	5.45	
B0078	Prepare or review legal reviews of reports of survey		3.39	4	6	5.69	
F0327	Edit claims management products		3.36	24	19	4.86	
E0303	Procure photographs of physical evidence		3.36	18	22	4.39	
F0345	Prepare claimant instruction packets		3.36	42	35	4.29	
F0355	Prepare requests for assistance from other agencies for claims administration inspections		3.36	16	14	4.63	

B0059	Conduct will executions	3.36	43	47	3.73
D0281	Prepare or review requests for delay actions	3.33	11	14	4.98
D0254	Compile investigative materials	3.33	19	22	4.69

- 302 -

D T Tsk Y Nbr	Task Title	TNG	1-24 MOS	1-48 MOS	TSK	
		EMP	TICF	TICF	DIF	
F0326	Develop claims checklists	3.33	34	25	5.02	
D0284	Prepare or review responses to miscellaneous legal reviews	3.33	6	8	5.33	ABOVE AVERAGE (MEAN)
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.31	13	18	3.67	
A0011	Coordinate adverse actions with base agencies	3.31	25	31	4.62	
D0263	Prepare or review case witness statements	3.28	14	15	5.09	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	3.25	27	28	4.19	
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	3.25	6	9	3.98	
B0102	Procure board members for administrative discharge boards	3.25	8	10	4.71	
B0076	Prepare or review legal assistance reports	3.25	9	10	4.13	
C0221	Procure military magistrates or judges for pretrial confinement hearings	3.22	11	14	4.89	
D0271	Prepare or review motions	3.22	5	6	6.23	
D0286	Prepare or review responses to pretrial advice	3.22	11	12	5.71	
G0410	Determine jurisdiction of cases under SOFAs	3.19	0	1	6.55	
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	3.17	11	9	5.23	
C0247	Serve appellate court decisions on accused	3.14	11	15	3.47	
F0364	Prepare or review requests for claims funds	3.14	22	18	4.95	
H0441	Evaluate compliance with LOAC	3.11	5	6	6.20	
D0279	Prepare or review report of survey determinations	3.11	3	3	5.61	
C0250	Serve as VWAP coordinator	3.11	16	13	6.04	
B0081	Prepare or review legal reviews of private organizations	3.08	5	7	5.74	
C0191	Prepare or review depositions	3.08	13	11	5.48	
D0265	Prepare or review client responses for discharge actions	3.06	11	13	5.16	
A0024	Log or suspense incoming correspondence	3.06	35	34	2.53	
A0029	Post changes to publications	3.06	8	15	2.65	
C0239	Review Daily Register of Transactions on military justice actions	3.06	9	10	4.46	
D0258	Establish eligibility of clients for defense services	3.03	10	11	4.02	
B0058	Conduct will briefings	3.00	19	24	4.08	
F0385	Process request for compromise of medical expenses	3.00	3	4	6.03	
B0080	Prepare or review legal reviews of fundraising activities	3.00	5	7	5.53	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	3.00	15	14	4.81	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	3.00	19	20	4.09	
D0275	Prepare or review petitions for reviews by courts of military appeals	3.00	3	3	5.69	
D0282	Prepare or review requests for individual military	3.00	6	7	4.87	

defense counsel

K0487 Conduct on-the-job training (OJT)

3.00

29

30

5.54

E0306 Set up court reporting equipment

2.97

3

4

5.45

- 303 -

D

T Tsk Y Nbr	Task Title	TNG EMP	1-24 MOS TICF	1-48 MOS TICF	TSK DIF
H0449	Prepare equipment for deployments	2.97	5	7	5.33
E0307	Transcribe proceedings	2.97	0	1	6.46
B0050	Assist in aircraft or missile mishap investigations	2.92	6	7	6.21
I0466	Identify and report suspected security compromises	2.92	8	6	5.46
H0442	Maintain disaster preparedness checklists	2.92	13	9	5.15
B0062	Interview clients for preparation of simple wills	2.89	11	11	4.25
D0273	Prepare or review petitions for new trials	2.89	4	3	5.55
D0264	Prepare or review client assistance records	2.89	6	9	4.51
B0073	Prepare or review barment documents	2.89	9	9	4.68
D0274	Prepare or review petitions for rehearings	2.89	4	3	5.63
I0464	Destroy classified materials or documents	2.86	5	7	5.02
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	2.83	19	18	5.21
B0071	Prepare documentation for off-duty employment applications	2.83	13	14	3.30
F0342	Perform Initial Response Team (IRT) duties	2.83	6	5	5.21
C0224	Report data on DUI violations	2.83	16	13	4.17
E0296	Assemble documentation for miscellaneous proceedings	2.83	4	7	5.11
C0245	Review trial briefs	2.81	6	6	5.85
C0153	Prepare annual VMAP report	2.81	10	8	4.69
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	2.81	9	13	5.28
F0386	Process request for waivers of medical expenses	2.81	3	3	5.86
E0298	Authenticate records of trials	2.81	6	4	5.51
F0377	Process international agreement claims	2.78	3	3	6.56
E0309	Transcribe verbatim records of trials	2.75	0	0	6.17
D0257	Coordinate individual case dockets with legal office or circuit courts	2.75	15	15	4.54
E0308	Transcribe summarized records of trials	2.75	0	0	6.50
D0272	Prepare or review office activity reports	2.72	5	9	4.64
E0305	Record proceedings	2.69	5	3	6.00
E0294	Assemble documentation for collateral investigations	2.67	5	4	5.07
E0302	Prepare or review court reporter chronologies	2.67	5	6	4.83
H0443	Maintain mobility equipment or supplies	2.64	8	12	4.89
D0262	Prepare or review case summary reports	2.64	10	10	5.20
B0074	Prepare or review dependent misconduct actions	2.64	3	3	4.97
B0090	Prepare or review preventive law newspaper articles	2.64	5	6	4.19
C0144	Monitor status of DUI violations	2.58	15	14	4.46
B0085	Prepare or review magistrate court documents	2.56	5	5	6.02
B0108	Serve as assistant government representative during administrative discharge boards	2.56	3	2	6.50
A0047	Schedule office appointments	2.53	56	51	2.11
D0259	Maintain defense counsel case dockets	2.53	3	5	4.45
C0161	Prepare requests for country clearances for witnesses	2.53	3	2	5.40
C0152	Prepare advice on orders for rehearings	2.53	5	5	5.93
G0414	Prepare or review case files on individuals charged in foreign courts	2.53	0	1	6.34

D0278	Prepare or review reenlistment denials	2.53	1	5	5.52
D0290	Schedule client appointments	2.53	22	21	3.39
E0295	Assemble documentation FEB actions	2.50	0	1	5.17

- 304 -

D					
T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
H0425	Analyze issues, such as deployment, contracting, or fiscal law	2.50	8	6	6.57
A0009	Conduct random spot-checks of law library	2.50	10	19	3.05
L0540	Investigate accidents or incidents	2.50	8	5	5.69
B0056	Conduct preventive law briefings	2.50	11	13	4.91
C0134	Dispose of physical evidence	2.50	6	11	4.27
I0470	Inventory classified materials or documents	2.50	0	1	5.03
C0183	Prepare or review court-martial base activities reports	2.47	14	17	4.97
A0013	Dispose of law library publications	2.47	8	17	3.19
I0465	Establish or maintain accountability records for classified materials or documents	2.47	1	1	5.39
B0098	Process general investigative reports	2.47	5	9	5.49
B0105	Review legal reviews of off-duty employment	2.44	8	7	4.03
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	2.42	0	1	6.07
D0268	Prepare or review defense paralegal (DP) training reports	2.42	4	5	4.42
G0415	Prepare or review custody release certificates	2.39	0	0	6.12
C0117	Authenticate court-martial orders	2.39	6	14	5.11
L0516	Determine or establish work assignments or priorities	2.39	14	17	5.19
H0452	Prepare LOAC reports	2.36	3	5	5.43
A0014	Dispose of obsolete or excess publications, other than law library	2.36	8	14	2.98
L0514	Counsel subordinates concerning personal matters	2.36	19	15	5.35
K0499	Maintain training records or files	2.33	16	20	5.28
B0075	Prepare or review general investigative reports	2.33	16	19	5.03
A0015	Dispose of unclassified files	2.33	33	33	2.38
F0367	Process Air National Guard claims	2.33	10	7	6.11
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2.33	4	2	4.97
I0463	Complete accident or incident reports	2.33	1	2	5.68
K0489	Determine training requirements	2.31	16	17	5.44
L0555	Write or indorse military performance reports	2.31	18	13	6.03
H0448	Prepare deployment planning guides	2.31	5	5	6.22
C0125	Coordinate disposals of physical evidence with base agencies	2.28	11	14	4.30
L0524	Draft or review budget requirements	2.28	6	7	6.14
H0427	Assign personnel to Unit Type Code (UTC) taskings	2.28	8	5	5.39
A0026	Maintain office computer systems	2.28	22	25	6.12
E0299	Maintain court files or tapes	2.28	11	12	4.44
C0114	Arrange for service appellate court decisions on accused	2.25	5	11	4.45
L0509	Conduct self-inspections or self-assessments	2.25	13	17	5.15
A0033	Prepare letters of appointment	2.25	32	34	2.23
B0087	Prepare or review preventive law bulletins	2.25	4	6	4.31
C0416	Prepare or review foreign criminal jurisdiction	2.22	0	1	6.28

reports

A0022	Inventory law library publications	2.22	9	18	2.84
L0556	Write recommendations for awards or decorations	2.19	15	13	6.14

D					
T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
A0045	Review suspense dates	2.19	51	47	2.34
G0418	Prepare or review reports on personnel confined in foreign penal institutions	2.19	0	0	5.71
C0115	Arrange for supervisory reviews of summary court-martial records of trials	2.19	10	15	4.78
L0551	Write inspection reports	2.19	20	12	5.44
H0435	Coordinate mobility or contingency requirements with appropriate agencies	2.19	6	5	5.86
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	2.19	4	7	5.77
H0426	Assign personnel to mobility or contingency positions	2.17	8	5	5.47
D0287	Prepare or review withdrawals of petitions for reviews	2.17	1	2	5.52
L0527	Establish performance standards for subordinates	2.17	14	11	5.26
D0256	Coordinate case loads with base law office personnel	2.14	10	12	4.61
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	2.14	1	1	5.28
H0433	Coordinate deployment of personnel with other MAJCOMS or joint service commands	2.14	5	2	5.99
L0545	Prepare recommendation or non-recommendation retraining package	2.14	8	6	5.55
B0089	Prepare or review preventive law newsletters	2.14	3	5	4.25
B0095	Process dependent misconduct actions	2.14	1	2	5.31
H0456	Process classified materials or documents at deployed locations	2.11	0	1	5.93
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	2.11	13	11	5.30
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AAIBs)	2.11	1	2	5.87
H0430	Compute OPLAN requirements status listings	2.11	1	2	6.57
H0445	Maintain base OPLAN files	2.11	4	3	5.24
A0025	Maintain law library resources	2.11	11	19	3.29
A0003	Brief or assist clients in filing electronic income tax returns	2.11	4	5	6.12
A0023	Inventory network resource allocation management system (NetRAMS)	2.11	10	18	3.44
H0432	Conduct mobility or deployment site surveys	2.08	4	3	5.84
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	2.08	5	5	5.60
H0429	Complete operations plan (OPLAN) sourcing requirements	2.08	1	1	6.44
L0537	Inspect personnel for compliance with military standards	2.08	16	16	4.65
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	2.08	4	7	5.57
L0511	Conduct supervisory performance feedback sessions	2.08	16	13	5.23
G0420	Prepare or review trial observer reports	2.06	0	0	5.87
G0488	Counsel trainees on training programs	2.06	11	12	5.00

A0049	Sort and distribute incoming mail	2.06	42	47	1.79
A0004	Brief or assist clients on preparation of income tax returns	2.03	3	4	6.68

- 306 -

D					
T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
C0126	Coordinate individual case dockets with defense council circuit	2.03	11	13	4.12
H0462	Review or update rules of engagement	2.03	3	5	6.86
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	2.03	11	13	5.18
L0552	Write job or position descriptions	2.00	6	6	5.86
H0453	Prepare mobility equipment or supplies for transport	2.00	5	6	5.50
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	1.97	5	5	5.25
H0440	Draft or write mobility or deployment after-action reports	1.97	1	2	5.88
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	1.97	14	21	3.53
G0421	Process solatium payments with foreign parties	1.97	0	0	6.32
G0411	Prepare reports on international agreements	1.97	0	1	6.25
K0501	Prepare job qualification standards (JQSs)	1.97	4	5	5.85
F0371	Process Civil Air Patrol claims	1.94	5	3	6.01
A0037	Process congressional or high-level inquiries	1.94	4	6	5.88
K0491	Develop training programs, plans, or procedures	1.94	6	8	6.03
C0145	Monitor urinalysis programs	1.94	5	6	5.14
H0434	Coordinate exercise sourcing requirements with functional managers	1.92	6	3	5.86
B0100	Process revocation actions	1.92	4	4	5.19
H0438	Determine specific source of personnel requirements for deployment manning documents	1.89	5	3	6.00
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	1.89	6	3	5.86
E0300	Maintain court reporter logs	1.89	3	2	4.57
L0544	Prepare contract requests for tax services	1.89	3	1	6.00
B0099	Process requests for release of military personnel to civilian authorities	1.89	0	2	5.55
G0417	Prepare or review notices to court prosecutors of designated trial observers	1.89	0	0	5.73
L0505	Assign personnel to work areas or duty positions	1.89	9	6	4.89
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	1.89	1	1	6.31
G0423	Schedule medical examinations for personnel confined in foreign countries	1.86	0	0	5.30
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	1.86	5	10	4.31
H0437	Coordinate specific source of personnel requirements with appropriate agencies	1.86	6	4	5.92
G0413	Prepare vouchers for local national attorneys	1.86	0	1	5.76
L0557	Write replies to inspection reports	1.86	10	6	5.41
K0497	Evaluate progress of trainees	1.86	11	10	5.48
T0491	Maintain organizational equipment or supply records	1.86	6	12	4.71

L0522	Develop or establish work schedules	1.83	13	11	4.97
H0450	Prepare Exercise Evaluation Team (EET) inputs	1.83	6	6	6.10

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T Tsk Y Nbr	Task Title	TNG EMP	1-24 MOS TICF	1-48 MOS TICF	TSK DIF
G0424	Schedule visits to personnel confined in foreign countries	1.83	0	1	5.12
L0539	Interview potential paralegal retrainees	1.83	9	9	5.59
J0478	Identify and report equipment or supply problems	1.81	14	17	4.52
H0447	Prepare budget contracts for foreign or tax law studies	1.81	0	0	6.66
A0018	Follow up on submitted travel vouchers	1.78	22	27	2.80
H0460	Review UTC requirements	1.78	9	6	5.60
J0475	Coordinate maintenance of equipment with appropriate agencies	1.78	9	13	4.41
H0439	Draft general orders	1.78	0	1	5.98
A0030	Prepare briefings, other than professional military education (PME) briefings	1.75	58	55	4.90
G0422	Procure local national attorneys	1.75	0	0	5.86
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	1.75	11	9	5.12
K0494	Establish or maintain study reference files	1.75	8	9	5.31
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	1.75	0	0	5.95
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	1.75	5	5	6.10
L0554	Write or indorse civilian performance appraisals	1.75	4	2	5.84
L0531	Evaluate personnel for compliance with performance standards	1.75	9	11	5.14
H0459	Request or distribute mobility requirements documents	1.75	6	4	5.43
A0016	Establish law library publications checkout procedures	1.72	6	10	2.03
G0408	Conduct service of processes	1.72	0	0	4.51
L0542	Perform personnel hiring procedures	1.72	3	2	6.00
F0366	Process admiralty claims	1.72	5	2	6.37
B0069	Prepare wills with trusts	1.72	4	3	7.38
H0451	Prepare legal annexes to war plans	1.72	3	2	6.79
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	1.72	6	3	5.88
L0508	Conduct safety and security briefings	1.69	13	10	4.38
A0032	Prepare conference areas for briefings or meetings	1.69	34	39	2.11
B0094	Process contracts	1.69	1	1	7.12
A0028	Make lodging or transportation arrangements	1.69	34	39	2.46
I0472	Maintain or update status indicators, such as boards, graphs, or charts	1.69	18	17	4.41
L0512	Conduct safety inspections of equipment or facilities	1.69	13	13	4.91
I0469	Initiate requests for temporary duty (TDY) orders	1.69	11	13	4.65
L0541	Manage IMPAC card programs	1.69	13	12	5.72
H0461	Review and analyze target folders	1.69	0	1	6.56
H0446	Participate in wing operations or exercise planning meetings	1.67	8	9	5.48

B0088	Prepare or review preventive law handbook factsheets	1.67	3	6	4.37
L0536	Initiate actions required due to substandard performance of personnel	1.67	8	6	5.14

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T Tsk Y Nbr	Task Title	TNG EMP	1-24 MOS TICF	1-48 MOS TICF	TSK DIF
A0031	Prepare certificates of transfer	1.67	10	13	3.07
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	1.64	10	18	4.16
H0454	Prepare or publish project pitfall letters	1.64	0	1	5.82
I0467	Initiate classified reports, messages, or documents	1.64	1	1	5.90
A0006	Compile statistical data	1.64	53	54	4.58
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	1.64	9	13	4.64
L0538	Interpret policies, directives, or procedures for subordinates	1.61	9	11	5.50
L0519	Develop self-inspection or self-assessment program checklists	1.61	6	6	5.72
B0084	Prepare or review litigation reports	1.61	4	3	6.75
L0510	Conduct staff assistance visits, inspections, or audits	1.61	10	10	5.30
A0012	Develop local office programs for computers, such as spreadsheets	1.61	25	27	5.80
J0480	Maintain documentation on items requiring periodic inspections or calibrations	1.61	4	6	4.58
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	1.61	6	6	5.77
B0091	Prepare or review revocation documents	1.58	3	5	4.18
G0404	Assemble or maintain lists of local national attorneys	1.58	3	2	3.79
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	1.56	3	1	6.07
J0476	Develop equipment checklists	1.56	4	8	4.41
L0543	Plan layouts of facilities	1.53	5	3	6.16
B0083	Prepare or review letters requesting financial disclosure statements	1.50	5	4	5.49
B0096	Process financial disclosure statements	1.50	3	2	5.39
K0493	Develop or procure training materials or aids	1.47	10	11	5.85
L0513	Conduct supervisory orientations for newly assigned personnel	1.47	14	12	4.91
H0458	Provide OPLAN requirements status listings to unit commanders	1.47	1	1	6.11
L0521	Develop or establish work methods or procedures	1.44	13	15	5.50
K0503	Write training reports	1.42	3	1	5.44
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	1.42	6	7	4.38
A0027	Maintain suspense files of newly purchased materials	1.39	9	11	3.21
A0019	Hand-carry priority communications or documents to internal action offices	1.39	23	26	1.21
A0001	Administer client questionnaires	1.39	30	37	.73
L0506	Assign sponsors for newly assigned personnel	1.36	6	5	3.89
B0070	Prepare and review responses concerning environmental law issues	1.36	1	1	6.92
L0525	Initiate personnel action requests	1.36	0	6	4.84

I0474	Write minutes of briefings, conferences, or meetings	1.36	6	6	4.54
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	1.36	5	6	5.00

D					
T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
L0504	Annotate time and attendance sheets for civilian employees	1.36	5	4	4.97
B0093	Process civilian real estate reimbursement claims	1.36	3	2	6.59
K0502	Process completed retraining package	1.33	6	4	5.51
A0020	Initiate requisitions for equipment, supplies, forms, or publications	1.31	16	23	4.07
K0496	Evaluate effectiveness of training programs, plans, or procedures	1.31	9	7	5.71
K0498	Inspect training materials or aids for operation or suitability	1.28	4	5	5.29
L0534	Implement safety or security programs	1.28	11	11	4.86
B0060	Conduct external investigations concerning environmental law issues	1.28	0	0	6.66
K0495	Evaluate training methods or techniques of instructors	1.22	3	3	5.74
L0517	Develop organizational or functional charts	1.19	6	6	4.98
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	1.19	8	7	5.27
A0034	Prepare status reports on receipt or nonreceipt of publications	1.19	3	4	2.98
B0068	Prepare support documents for special security files	1.19	4	3	5.20
B0055	Conduct internal investigations concerning environmental law issues	1.17	0	1	6.86
G0407	Conduct prison visits	1.17	3	1	4.28
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	1.17	5	4	5.48
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	1.17	9	8	5.02
A0017	Establish reading files	1.14	10	11	1.58
B0103	Provide administrative support for flying evaluation boards (FEBs)	1.14	1	2	5.46
H0455	Prepare or review official duty certificates	1.14	0	0	5.53
K0500	Personalize lesson plans	1.14	4	5	5.21
L0523	Draft host-tenant or interservice agreements	1.11	1	1	6.56
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	1.11	13	12	4.37
G0405	Assemble or maintain lists of trial observers	1.08	1	1	4.06
A0021	Inventory equipment or supplies	1.08	16	29	2.80
B0101	Process special security files	1.06	4	2	5.45
L0518	Develop resource protection programs	1.03	4	3	5.32
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	1.03	1	2	7.22
L0550	Schedule personnel TDY assignments, leaves, or passes	1.00	10	9	4.89
B0107	Schedule military law seminars	.97	0	3	3.88
B0106	Review special security files	.94	5	3	4.82
L0529	Evaluate inspection report findings or inspection procedures	.94	8	6	5.14
K0492	Develop written tests	.94	1	2	6.24

B0057	Conduct surveys concerning environmental law issues	.89	1	2	6.01
B0072	Prepare or process documentation for decredentialing boards	.89	0	1	6.43

D

T Tsk		TNG	1-24 MOS	1-48 MOS	TSK
Y Nbr	Task Title	EMP	TICF	TICF	DIF
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)	.86	4	4	6.31
A0042	Request building or grounds maintenance	.83	16	18	2.65
A0039	Procure nonstandard office supplies, such as foreign publications	.78	1	2	4.07
K0486	Conduct formal course classroom training	.75	1	2	5.80
A0046	Schedule conferences	.69	15	17	2.53
L0547	Review written tests	.56	4	3	4.96
K0485	Complete student entry or withdrawal forms	.53	0	1	4.68
K0483	Administer or score tests	.33	5	5	4.31
L0549	Safeguard written tests	.31	3	1	4.73

Report Option Table

Factor Title			Mean	S.D.	Based on All Tasks Within Ran Option			
					Max	Min	Valid	
Primary Sort	F0077	5J0X1 Task Difficulty Ratings			5.00	1.00	7.38	.73 557
Secondary Sort		Not Used			.00	.00	.00	.00 557
Print Suppress		Not Used						

Description of Reported Factors

Col	Factor	Source vector	Title	Number Members	Mean	S.D.	Max	Min	Valid
1	TITLE		Task Statement						
2	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557
3	F0009	GP0009/PMP	All DAFSC 5J0X1 AD Amn with 1-24 Mos TICF	79	17.39	15.25	81.01	.00	557
4	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
5	F0003	GP0003/PMP	All Active Duty Airmen with DAFSC 5J031	34	17.26	15.80	79.41	.00	557
6	F0004	GP0004/PMP	All Active Duty Airmen with DAFSC 5J051	244	17.19	14.15	83.20	.00	557
7	F0005	GP0005/PMP	All Active Duty Airmen with DAFSC 5J071	169	20.46	16.13	88.76	.00	557
8	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557

AFSC 5J0X1 task difficulty ratings are presented below in descending order, along with the percent members performing for various career ladder groups. Also presented are first-term training emphasis ratings.

Each of the 67 experienced NCOs selected to complete task difficulty booklets rated each job inventory task on a nine-point scale from (1) extremely low difficulty to (9) extremely high difficulty. Difficulty was defined as the length of time it takes an average individual to learn to do the task. These NCOs were selected from a wide variety of commands and locations. To make these data easier to use, ratings were adjusted so that an average task difficulty equaled 5.00 and a standard deviation of 1.00. Thus, tasks rated below 4.00 are relatively easy, while tasks rated higher than 6.00 are fairly difficult.

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
B0069	Prepare wills with trusts	7.38	4	3	3	3	4	1.72
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	7.22	1	2	0	2	8	1.03
B0094	Process contracts	7.12	1	1	3	1	2	1.69
F0378	Process medical malpractice claims	6.96	8	7	9	5	7	3.50
B0070	Prepare and review responses concerning environmental law issues	6.92	1	1	0	1	2	1.36
H0462	Review or update rules of engagement	6.86	3	5	3	5	7	2.03
B0055	Conduct internal investigations concerning environmental law issues	6.86	0	1	0	1	2	1.17
H0451	Prepare legal annexes to war plans	6.79	3	2	0	1	2	1.72
B0084	Prepare or review litigation reports	6.75	4	3	6	3	6	1.61
C0149	Perform military justice legal research	6.73	35	33	41	31	27	6.36
A0004	Brief or assist clients on preparation of income tax returns	6.68	3	4	3	8	15	2.03
F0357	Prepare seven-point memorandums	6.67	27	25	29	20	17	5.86
B0060	Conduct external investigations concerning environmental law issues	6.66	0	0	0	0	1	1.28
H0447	Prepare budget contracts for foreign or tax law studies	6.66	0	0	0	0	3	1.81
C0154	Prepare case briefs	6.64	5	6	9	7	4	3.92
B0093	Process civilian real estate reimbursement claims	6.59	3	2	3	4	5	1.36
H0425	Analyze issues, such as deployment, contracting, or fiscal law	6.57	8	6	6	4	14	2.50
H0430	Compute OPLAN requirements status listings	6.57	1	2	0	2	8	2.11
L0523	Draft host-tenant or interservice agreements	6.56	1	1	0	0	2	1.11
H0461	Review and analyze target folders	6.56	0	1	0	2	4	1.69
F0377	Process international agreement claims	6.56	3	3	3	3	4	2.78
G0410	Determine jurisdiction of cases under SOFAs	6.55	0	1	0	2	2	3.19
E0308	Transcribe summarized records of trials	6.50	0	0	0	2	2	2.75
B0108	Serve as assistant government representative during administrative discharge boards	6.50	3	2	0	2	2	2.56
F0307	Transcribe proceedings	6.46	0	1	0	2	4	2.87

H0429 Complete operations plan (OPLAN) sourcing requirements 6.44 1 1 0 2 7 2.08

D	Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
B0072	Prepare or process documentation for decredentiaing boards	6.43	0	1	0	2	1	.89
F0366	Process admiralty claims	6.37	5	2	3	2	2	1.72
K0492	Develop written tests	6.34	1	2	0	4	12	.94
G0414	Prepare or review case files on individuals charged in foreign courts	6.34	0	1	0	1	2	2.53
C0150	Perform trial team member activities	6.32	11	16	18	21	9	4.64
G0421	Process solatium payments with foreign parties	6.32	0	0	0	0	1	1.97
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STs)	6.31	4	4	3	4	15	.86
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	6.31	1	1	0	2	1	1.89
F0376	Process hospital recovery claims	6.30	9	9	9	7	7	4.64
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	6.29	16	19	15	20	24	4.67
G0416	Prepare or review foreign criminal jurisdiction reports	6.28	0	1	0	1	4	2.22
G0411	Prepare reports on international agreements	6.25	0	1	0	2	1	1.97
C0203	Prepare or review stipulations	6.25	9	14	15	16	11	3.53
D0271	Prepare or review motions	6.23	5	6	6	9	4	3.22
H0448	Prepare deployment planning guides	6.22	5	5	0	2	7	2.31
B0050	Assist in aircraft or missile mishap investigations	6.21	6	7	9	7	8	2.92
H0441	Evaluate compliance with LOAC	6.20	5	6	3	7	14	3.11
E0309	Transcribe verbatim records of trials	6.17	0	0	0	2	3	2.75
L0543	Plan layouts of facilities	6.16	5	3	0	4	21	1.53
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	6.15	8	9	9	8	14	3.42
F0373	Process claims under foreign claims act	6.15	5	5	3	7	7	3.64
L0524	Draft or review budget requirements	6.14	6	7	6	7	38	2.28
L0556	Write recommendations for awards or decorations	6.14	15	13	6	9	64	2.19
A0026	Maintain office computer systems	6.12	22	25	35	32	41	2.28
G0415	Prepare or review custody release certificates	6.12	0	0	0	0	0	2.39
A0003	Brief or assist clients in filing electronic income tax returns	6.12	4	5	3	10	17	2.11
H0458	Provide OPLAN requirements status listings to unit commanders	6.11	1	1	0	1	2	1.47
F0367	Process Air National Guard claims	6.11	10	7	9	5	5	2.33
H0450	Prepare Exercise Evaluation Team (EET) inputs	6.10	6	6	0	4	17	1.83
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	6.10	5	5	0	3	21	1.75
C0138	Draft charges and specifications for court-martial actions	6.08	35	34	41	28	22	7.25
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	6.07	0	1	0	1	2	2.42
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	6.07	3	1	0	0	12	1.56

C0250	Serve as VMAP coordinator	6.04	16	13	12	11	12	3.11
L0555	Write or indorse military performance reports	6.03	18	13	9	9	60	2.31
K0491	Develop training programs, plans, or procedures	6.03	6	8	6	11	38	1.94

D	T Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
F0385	Process request for compromise of medical expenses	6.03	3	4	3	4	4	3.00
B0085	Prepare or review magistrate court documents	6.02	5	5	3	5	4	2.56
F0374	Process federal tort claims	6.02	30	26	29	20	12	5.33
F0371	Process Civil Air Patrol claims	6.01	5	3	6	2	2	1.94
B0057	Conduct surveys concerning environmental law issues	6.01	1	2	0	1	1	.89
L0542	Perform personnel hiring procedures	6.00	3	2	0	1	27	1.72
H0438	Determine specific source of personnel requirements for deployment manning documents	6.00	5	3	0	3	14	1.89
E0305	Record proceedings	6.00	5	3	3	2	4	2.69
F0368	Process Article 139, UCMJ, claims	6.00	8	5	6	4	4	3.58
L0544	Prepare contract requests for tax services	6.00	3	1	0	1	10	1.89
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	5.99	5	2	3	2	12	2.14
C0231	Research charges and specifications for court-martial actions	5.99	28	27	24	26	21	5.31
H0439	Draft general orders	5.98	0	1	0	1	4	1.78
F0318	Assert hospital recovery claims	5.96	9	9	9	7	8	5.28
D0277	Prepare or review pretrial agreements	5.96	10	13	6	16	7	3.69
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	5.95	0	0	0	1	1	1.75
C0209	Process discharges or resignations in lieu of courts-martial	5.94	16	18	21	19	13	4.81
F0353	Prepare reports on potential claims of major accidents or incidents	5.94	13	11	15	10	6	3.58
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	5.93	18	23	15	23	27	5.39
C0152	Prepare advice on orders for rehearings	5.93	5	5	6	6	4	2.53
H0456	Process classified materials or documents at deployed locations	5.93	0	1	0	2	4	2.11
C0235	Review charge sheets for accuracy and completeness	5.92	32	34	35	33	31	5.97
H0437	Coordinate specific source of personnel requirements with appropriate agencies	5.92	6	4	0	3	15	1.86
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	5.92	6	10	12	11	14	3.86
I0467	Initiate classified reports, messages, or documents	5.90	1	1	0	2	6	1.64
A0037	Process congressional or high-level inquiries	5.88	4	6	3	6	15	1.94
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	5.88	6	3	3	0	15	1.72
H0440	Draft or write mobility or deployment after-action reports	5.88	1	2	0	1	5	1.97
F0335	Perform claims legal research	5.87	37	30	29	27	23	6.33
G0420	Prepare or review trial observer reports	5.87	0	0	0	1	2	2.06
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AAIBs)	5.87	1	2	0	3	2	2.11
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	5.86	6	3	0	2	15	1.89

F0386	Process request for waivers of medical expenses	5.86	3	3	3	3	4	2.81
G0422	Procure local national attorneys	5.86	0	0	0	1	1	1.75

D	T Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
H0435	Coordinate mobility or contingency requirements with appropriate agencies	5.86	6	5	3	3	18	2.19
L0552	Write job or position descriptions	5.86	6	6	0	2	31	2.00
H0434	Coordinate exercise sourcing requirements with functional managers	5.86	6	3	3	2	12	1.92
C0245	Review trial briefs	5.85	6	6	9	7	5	2.81
C0137	Draft charges and specifications for actions, other than court-martial actions	5.85	39	34	44	29	22	6.64
K0493	Develop or procure training materials or aids	5.85	10	11	12	11	35	1.47
K0501	Prepare job qualification standards (JQSS)	5.85	4	5	0	2	22	1.97
L0554	Write or indorse civilian performance appraisals	5.84	4	2	0	0	25	1.75
D0280	Prepare or review requests for deferment of confinement	5.84	8	10	3	16	5	3.69
H0432	Conduct mobility or deployment site surveys	5.84	4	3	0	3	7	2.08
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	5.82	25	29	35	24	25	5.06
H0454	Prepare or publish project pitfall letters	5.82	0	1	0	1	4	1.64
F0379	Process nonappropriated funds claims	5.81	22	19	24	15	14	4.67
D0276	Prepare or review post-trial clemency evaluations	5.81	11	15	6	17	7	3.58
F0334	Negotiate claims settlements	5.81	30	26	41	19	20	4.33
C0189	Prepare or review DD Forms 458 (Charge Sheet)	5.81	41	41	44	35	30	7.47
A0012	Develop local office programs for computers, such as spreadsheets	5.80	25	27	26	33	44	1.61
K0486	Conduct formal course classroom training	5.80	1	2	0	3	9	.75
C0182	Prepare or review court-martial actions of convening authorities	5.79	20	26	21	24	29	6.17
C0240	Review evidence to determine appropriateness for military justice actions	5.78	30	30	24	25	22	5.39
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	5.77	4	7	6	8	9	2.19
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	5.77	6	6	6	4	21	1.61
B0097	Process FOIA or Privacy Act requests	5.76	4	6	9	7	10	3.64
C0192	Prepare or review discovery requests	5.76	27	29	24	32	17	5.08
G0413	Prepare vouchers for local national attorneys	5.76	0	1	0	1	2	1.86
F0370	Process carrier recovery insurance claims	5.76	30	27	29	20	18	5.92
C0185	Prepare or review court-martial promulgating orders	5.75	32	33	32	28	30	6.97
K0495	Evaluate training methods or techniques of instructors	5.74	3	3	0	2	13	1.22
B0081	Prepare or review legal reviews of private organizations	5.74	5	7	6	8	17	3.08
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	5.74	1	4	9	4	5	3.56
C0213	Process pretrial agreements	5.74	14	19	21	23	17	4.36
G0417	Prepare or review notices to court prosecutors of designated trial observers	5.73	0	0	0	1	1	1.89
F0375	Process G claims	5.73	25	21	29	18	11	4.89
L0541	Manage IMPAC card programs	5.72	12	12	8	16	28	1.68

L0519	Develop self-inspection or self-assessment program checklists	5.72	6	6	3	4	25	1.61
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D	T Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
G0418	Prepare or review reports on personnel confined in foreign penal institutions	5.71	0	0	0	0	2	2.19
D0286	Prepare or review responses to pretrial advice	5.71	11	12	12	14	7	3.22
K0496	Evaluate effectiveness of training programs, plans, or procedures	5.71	9	7	9	4	26	1.31
D0285	Prepare or review responses to Staff Judge Advocate recommendations	5.70	14	17	15	17	8	3.69
F0310	Adjudicate claims	5.70	47	39	47	33	24	7.56
B0078	Prepare or review legal reviews of reports of survey	5.69	4	6	6	9	17	3.39
F0322	Conduct claims investigations	5.69	42	35	44	29	23	6.03
L0540	Investigate accidents or incidents	5.69	8	5	6	8	17	2.50
D0275	Prepare or review petitions for reviews by courts of military appeals	5.69	3	3	3	3	3	3.00
I0463	Complete accident or incident reports	5.68	1	2	3	2	4	2.33
C0204	Prepare or review supplementary court-martial orders	5.67	22	21	18	20	21	5.39
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	5.66	14	17	18	19	20	3.53
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	5.65	14	16	12	18	7	3.94
D0274	Prepare or review petitions for rehearings	5.63	4	3	3	3	2	2.89
F0313	Approve claims	5.63	23	21	15	19	36	4.19
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	5.62	30	33	24	29	31	5.75
C0197	Prepare or review pretrial confinement hearing reports	5.61	14	17	21	20	15	4.03
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	5.61	11	10	9	11	16	3.58
D0279	Prepare or review report of survey determinations	5.61	3	3	0	9	4	3.11
H0460	Review UTC requirements	5.60	9	6	0	5	23	1.78
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	5.60	5	5	3	4	26	2.08
L0539	Interview potential paralegal retrainees	5.59	9	9	6	5	40	1.83
A0048	Search directives, files, or legal references for information, such as opinions or decisions	5.59	41	47	41	55	66	5.64
C0232	Review allied papers for insertion in records of trial	5.59	16	19	21	20	18	4.67
C0219	Procure convening authority approval of expert witnesses	5.58	20	24	29	20	21	4.33
F0317	Assert government (G) claims	5.57	30	24	26	18	14	6.67
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	5.57	4	7	6	5	12	2.08
C0139	Edit AMJAMS products	5.56	34	37	38	34	31	6.11
F0311	Analyze claims management data listings or reports	5.56	33	27	24	23	34	3.92
B0099	Process requests for release of military personnel to civilian authorities	5.55	0	2	6	2	4	1.89
L0545	Prepare recommendation or non-recommendation retraining package	5.55	8	6	6	1	31	2.14
D0273	Prepare or review petitions for new trials	5.55	4	3	3	4	3	2.89
K0497	Conduct on-the-job training (OJT)	5.54	28	20	25	22	55	3.00

H0455	Prepare or review official duty certificates	5.53	0	0	0	0	1	1.14
B0080	Prepare or review legal reviews of fundraising activities	5.53	5	7	6	9	18	3.00

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
D0278	Prepare or review reenlistment denials	5.52	1	5	0	10	4	2.53
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	5.52	44	43	41	35	49	4.92
D0287	Prepare or review withdrawals of petitions for reviews	5.52	1	2	0	5	3	2.17
F0336	Perform Disaster Control Group (DCG) duties	5.51	16	18	18	13	20	3.78
E0298	Authenticate records of trials	5.51	6	4	3	4	3	2.81
A0010	Conduct witness interviews	5.51	39	42	35	45	30	3.72
K0502	Process completed retraining package	5.51	6	4	6	0	23	1.33
C0210	Process discovery requests	5.50	18	23	18	27	14	4.75
L0521	Develop or establish work methods or procedures	5.50	13	15	12	14	47	1.44
H0453	Prepare mobility equipment or supplies for transport	5.50	5	6	6	7	15	2.00
L0538	Interpret policies, directives, or procedures for subordinates	5.50	9	11	6	8	53	1.61
C0206	Process Article 32, UCMJ, investigations	5.49	22	21	26	18	16	5.19
F0383	Process rebuttals from carriers	5.49	39	35	38	30	24	5.94
B0098	Process general investigative reports	5.49	5	9	9	10	12	2.47
B0083	Prepare or review letters requesting financial disclosure statements	5.49	5	4	9	4	11	1.50
H0446	Participate in wing operations or exercise planning meetings	5.48	8	9	0	7	19	1.67
H0431	Conduct LOAC briefings	5.48	15	16	18	17	27	4.06
C0191	Prepare or review depositions	5.48	13	11	15	11	9	3.08
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	5.48	5	4	0	1	18	1.17
K0497	Evaluate progress of trainees	5.48	11	10	15	10	51	1.86
H0426	Assign personnel to mobility or contingency positions	5.47	8	5	3	4	26	2.17
C0180	Prepare or review certificates of correction	5.47	13	15	15	14	14	4.39
D0288	Prepare or review witness affidavits	5.47	6	11	6	14	7	3.53
B0103	Provide administrative support for flying evaluation boards (FEBs)	5.46	1	2	3	4	2	1.14
F0397	Review direct procurement method (DPM) contracts	5.46	29	22	26	16	12	4.56
I0466	Identify and report suspected security compromises	5.46	8	6	3	6	17	2.92
B0101	Process special security files	5.45	4	2	0	2	1	1.06
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	5.45	8	7	6	6	8	3.56
D0270	Prepare or review initial case analyses	5.45	5	5	3	9	5	3.39
C0169	Prepare or review applications for relief under Article 69, UCMJ	5.45	9	9	9	11	8	3.56
E0306	Set up court reporting equipment	5.45	3	4	9	5	8	2.97
E0297	Assemble records of trials	5.45	20	21	26	19	14	4.31
K0503	Write training reports	5.44	3	1	0	5	11	1.42
K0489	Determine training requirements	5.44	16	17	15	16	59	2.31
L0551	Write inspection reports	5.44	20	12	15	7	21	2.19
C0146	Monitor victim and witness assistance program (VWAP)	5.43	16	15	12	15	17	3.42
H0459	Request or distribute mobility requirements documents	5.43	6	4	0	4	8	1.75
H0452	Prepare LOAC reports	5.43	3	5	3	7	15	2.36
C0208	Process court-martial promulgating orders	5.43	25	28	26	25	21	5.64

F0398	Review payments from claimants' insurers	5.41	34	29	35	24	17	5.33
F0388	Process requests for emergency payments	5.41	10	7	6	7	6	5.50
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	5.41	34	35	32	30	28	5.36

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
D0269	Prepare or review deferment of forfeitures or reduction in grade	5.41	14	14	6	17	8	3.81
L0557	Write replies to inspection reports	5.41	10	6	6	4	24	1.86
C0161	Prepare requests for country clearances for witnesses	5.40	3	2	6	4	4	2.53
B0067	Prepare simple wills	5.40	8	10	9	12	17	3.78
B0096	Process financial disclosure statements	5.39	3	2	3	3	7	1.50
H0427	Assign personnel to Unit Type Code (UTC) taskings	5.39	8	5	3	3	24	2.28
I0465	Establish or maintain accountability records for classified materials or documents	5.39	1	1	0	2	9	2.47
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	5.39	18	13	12	14	28	3.64
C0184	Prepare or review court-martial convening orders	5.38	30	33	35	28	31	6.83
C0225	Request civilian witnesses for courts-martial	5.38	29	30	35	28	20	4.94
C0212	Process post-trial materials submitted by accused	5.35	24	27	29	27	19	4.97
L0514	Counsel subordinates concerning personal matters	5.35	19	15	12	9	63	2.36
B0054	Compile administrative involuntary discharge files	5.34	20	18	18	18	17	3.69
H0449	Prepare equipment for deployments	5.33	5	7	6	7	18	2.97
C0181	Prepare or review convening authority actions on individual military defense counsel requests	5.33	14	18	12	17	12	3.47
D0284	Prepare or review responses to miscellaneous legal reviews	5.33	6	8	6	12	9	3.33
F0321	Conduct claims inspections	5.32	46	39	47	33	22	6.83
L0518	Develop resource protection programs	5.32	4	3	3	1	17	1.03
B0095	Process dependent misconduct actions	5.31	1	2	3	5	3	2.14
K0494	Establish or maintain study reference files	5.31	8	9	9	8	24	1.75
F0390	Process use of government property claims	5.31	9	6	9	6	5	3.47
F0389	Process requests for partial payment	5.31	14	10	9	8	7	5.50
G0423	Schedule medical examinations for personnel confined in foreign countries	5.30	0	0	0	0	1	1.86
C0205	Process Article 15, UCMJ, appeal actions	5.30	30	30	32	26	22	6.11
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	5.30	13	11	6	6	49	2.11
L0510	Conduct staff assistance visits, inspections, or audits	5.30	10	10	6	8	20	1.61
C0140	Input AMJAMS data	5.29	48	45	50	39	34	7.22
F0387	Process requests for advance payments	5.29	14	10	9	8	6	5.14
K0498	Inspect training materials or aids for operation or suitability	5.29	4	5	3	5	20	1.28
C0201	Prepare or review serious incident reports (SIRs)	5.29	19	20	18	18	25	3.64
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	5.28	1	1	0	2	0	2.14
K0499	Maintain training records or files	5.28	16	20	18	20	57	2.33
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	5.28	9	13	3	12	14	2.81
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197a (Voucher for Payment)	5.27	18	13	9	11	9	3.58

D0261	Prepare or review Article 15 responses	5.27	23	25	18	26	8	3.78
F0369	Process carrier recovery claims for settlements	5.27	37	33	35	28	22	6.14

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	5.27	8	7	9	8	24	1.19
L0527	Establish performance standards for subordinates	5.26	14	11	9	7	49	2.17
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	5.25	5	5	0	3	13	1.97
B0066	Prepare miscellaneous legal reviews	5.25	14	17	21	25	37	3.69
H0445	Maintain base OPLAN files	5.24	4	3	0	4	10	2.11
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	5.23	11	9	6	7	7	3.17
L0511	Conduct supervisory performance feedback sessions	5.23	16	13	9	9	54	2.08
C0170	Prepare or review Article 15, UCMJ, appeal actions	5.22	30	37	29	35	30	6.58
C0171	Prepare or review Article 15, UCMJ, appellate actions	5.22	19	28	18	27	26	6.31
C0133	Develop court-martial processing checklists	5.22	19	22	21	22	19	3.58
C0121	Complete court-martial processing checklist procedures	5.21	42	37	47	33	24	6.50
K0500	Personalize lesson plans	5.21	4	5	3	8	23	1.14
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	5.21	19	18	26	18	15	2.83
C0195	Prepare or review invitational travel orders	5.21	27	27	24	24	31	5.42
F0342	Perform Initial Response Team (IRT) duties	5.21	6	5	3	5	9	2.83
F0384	Process reconsiderations from claimants	5.21	43	36	38	31	24	5.97
D0262	Prepare or review case summary reports	5.20	10	10	9	12	5	2.64
B0068	Prepare support documents for special security files	5.20	4	3	3	2	3	1.19
L0516	Determine or establish work assignments or priorities	5.19	14	17	15	17	63	2.39
B0100	Process revocation actions	5.19	4	4	3	5	5	1.92
C0211	Process excess leave documentation	5.19	20	24	26	23	16	4.75
C0130	Coordinate witness fundings with appropriate agencies	5.19	27	29	32	28	28	4.81
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	5.18	11	13	15	9	41	2.03
F0324	Determine chapter for claims	5.17	44	37	41	30	27	6.33
E0295	Assemble documentation FEB actions	5.17	0	1	0	2	1	2.50
C0216	Process VWAP forms	5.16	19	17	12	19	12	4.17
D0265	Prepare or review client responses for discharge actions	5.16	11	13	9	18	4	3.06
F0381	Process personnel clothing claims	5.16	39	33	35	26	15	5.94
C0214	Process requests for individual military defense counsel	5.16	8	15	9	20	10	3.61
B0104	Provide support for administrative discharge boards	5.16	14	14	12	18	15	3.89
E0293	Assemble documentation for Article 32, UCMJ, investigations	5.16	15	17	21	19	9	4.03
H0442	Maintain disaster preparedness checklists	5.15	13	9	12	7	13	2.92
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	5.15	44	36	44	30	20	6.47
L0509	Conduct self-inspections or self-assessments	5.15	13	17	9	18	49	2.25
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	5.15	30	27	26	26	19	5.14
F0380	Process personnel claims other than for clothing	5.14	42	34	41	28	18	6.28

L0529	Evaluate inspection report findings or inspection procedures	5.14	8	6	0	6	21	.94
F0365	Prepare or review settlement agreements	5.14	32	26	35	22	20	4.31

- 320 -

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
L0531	Evaluate personnel for compliance with performance standards	5.14	9	11	6	7	49	1.75
L0536	Initiate actions required due to substandard performance of personnel	5.14	8	6	3	2	40	1.67
C0145	Monitor urinalysis programs	5.14	5	6	6	7	6	1.94
C0217	Process witness payment vouchers	5.13	24	25	29	22	21	5.03
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	5.13	27	26	24	22	22	5.83
D0289	Process request for defense witnesses	5.12	11	14	12	17	5	3.44
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	5.12	11	9	15	8	44	1.75
G0424	Schedule visits to personnel confined in foreign countries	5.12	0	1	0	1	1	1.83
C0176	Prepare or review Article 15, UCMJ, remission actions	5.11	32	34	32	31	27	6.89
C0116	Assist with pretrial confinement hearings	5.11	19	22	24	23	14	4.44
C0175	Prepare or review Article 15, UCMJ, punishments	5.11	35	39	35	35	30	6.89
E0296	Assemble documentation for miscellaneous proceedings	5.11	4	7	6	10	5	2.83
F0392	Reconcile claims funds logs	5.11	22	19	21	16	18	3.67
D0266	Prepare or review client statements	5.11	11	14	6	18	6	3.50
C0117	Authenticate court-martial orders	5.11	6	14	12	11	11	2.39
C0177	Prepare or review Article 15, UCMJ, set aside actions	5.10	33	33	35	30	27	6.86
D0263	Prepare or review case witness statements	5.09	14	15	12	19	6	3.28
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	5.07	22	21	24	20	13	3.56
E0294	Assemble documentation for collateral investigations	5.07	5	4	3	6	1	2.67
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	5.06	28	30	32	27	22	5.25
C0178	Prepare or review Article 15, UCMJ, suspension actions	5.06	34	37	35	33	28	6.86
F0316	Assert carrier recovery claims	5.06	43	38	41	32	24	7.17
C0222	Procure physical evidence for trials	5.05	20	25	26	25	16	4.19
F0339	Perform follow-up actions on hospital recovery claims	5.04	9	10	9	8	9	4.17
C0179	Prepare or review Article 15, UCMJ, vacation actions	5.04	34	38	38	34	28	6.86
E0292	Assemble documentation for administrative board actions	5.04	8	12	9	14	5	3.81
B0075	Prepare or review general investigative reports	5.03	16	19	21	22	18	2.33
I0470	Inventory classified materials or documents	5.03	0	1	0	3	9	2.50
C0168	Prepare or review amendments to court-martial convening orders	5.03	28	28	35	25	24	5.69
C0174	Prepare or review Article 15, UCMJ, mitigation actions	5.03	24	29	24	28	27	6.86
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	5.03	20	24	21	23	20	5.14
F0326	Develop claims checklists	5.02	34	25	26	22	18	3.33
I0464	Destroy classified materials or documents	5.02	5	7	9	7	14	2.86
C0147	Monitor and report on special interest cases	5.02	28	28	32	25	28	4.08
E0528	Establish procedures for accountability of equipment	5.02	8	8	12	5	27	1.17

tools, parts, or supplies

F0395 Review completed claims files prior to payment

5.01 30 26 32 24 25 5.31

- 321 -

D	Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
C0196	Prepare or review letters concerning submission of matters to convening authority	5.01	30	30	26	27	24	4.64
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	5.01	30	31	26	27	24	5.75
D0255	Conduct initial reviews of adverse actions	5.00	15	15	6	20	9	3.92
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	5.00	5	6	3	5	25	1.36
C0173	Prepare or review Article 15, UCMJ, decision letters	5.00	23	25	18	24	28	5.28
K0488	Counsel trainees on training progress	5.00	11	12	12	14	56	2.06
D0281	Prepare or review requests for delay actions	4.98	11	14	6	19	7	3.33
L0517	Develop organizational or functional charts	4.98	6	6	3	2	21	1.19
F0337	Perform follow-up actions on carrier recovery claims	4.98	37	33	35	28	25	6.06
C0132	Develop Article 15, UCMJ, processing checklists	4.98	20	26	26	23	20	3.61
B0074	Prepare or review dependent misconduct actions	4.97	3	3	3	7	9	2.64
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	4.97	4	2	0	2	5	2.33
L0522	Develop or establish work schedules	4.97	13	11	9	8	48	1.83
L0504	Annotate time and attendance sheets for civilian employees	4.97	5	4	0	4	28	1.36
C0183	Prepare or review court-martial base activities reports	4.97	14	17	15	17	26	2.47
L0547	Review written tests	4.96	4	3	0	2	11	.56
F0364	Prepare or review requests for claims funds	4.95	22	18	21	15	24	3.14
C0220	Procure court-martial or board members	4.94	24	26	29	24	20	5.00
C0119	Compile Article 15, UCMJ, supportive evidence	4.93	35	35	38	30	22	6.58
B0056	Conduct preventive law briefings	4.91	11	13	18	18	24	2.50
L0513	Conduct supervisory orientations for newly assigned personnel	4.91	14	12	9	7	50	1.47
F0338	Perform follow-up actions on G claims	4.91	24	21	26	16	12	4.89
L0512	Conduct safety inspections of equipment or facilities	4.91	13	13	15	9	26	1.69
F0344	Prepare carrier recovery claims for setoffs	4.90	35	33	35	28	21	6.03
A0030	Prepare briefings, other than professional military education (PME) briefings	4.90	58	55	44	61	72	1.75
C0230	Request witness fundings	4.90	27	28	29	26	23	5.14
H0443	Maintain mobility equipment or supplies	4.89	8	12	15	10	23	2.64
L0505	Assign personnel to work areas or duty positions	4.89	9	6	9	4	45	1.89
C0221	Procure military magistrates or judges for pretrial confinement hearings	4.89	11	14	21	15	11	3.22
L0550	Schedule personnel TDY assignments, leaves, or passes	4.89	10	9	6	7	44	1.00
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	4.87	43	37	44	30	25	7.17
D0283	Prepare or review requests for individual military defense counsel	4.87	6	7	3	10	5	3.00
C0118	Brief organizations on Article 15, UCMJ, procedures	4.86	28	30	26	31	27	4.97
L0534	Implement safety or security programs	4.86	11	11	6	10	29	1.28
F0327	Edit claims management products	4.86	24	19	24	14	22	3.36
L0525	Initiate personnel action requests	4.84	8	6	2	2	22	1.26

C0120	Complete Article 15, UCMJ, processing checklist procedures	4.84	37	36	41	32	25	6.75
F0323	Coordinate claims with other investigative agencies	4.84	30	25	26	21	21	4.00

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
E0302	Prepare or review court reporter chronologies	4.83	5	6	6	7	7	2.67
C0198	Prepare or review proposed court-martial member lists	4.83	32	33	38	28	27	4.86
C0234	Review appointment or assumption of command orders with appropriate agencies	4.83	19	22	18	20	22	3.53
E0301	Mark exhibits	4.82	20	25	21	29	11	3.69
B0106	Review special security files	4.82	5	3	3	2	3	.94
F0347	Prepare claims inspection memorandums	4.81	42	36	44	31	21	6.03
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	4.81	15	14	21	14	22	3.00
C0162	Prepare sentencing worksheets	4.80	28	27	35	24	17	5.67
C0115	Arrange for supervisory reviews of summary court-martial records of trials	4.78	10	15	12	15	14	2.19
F0331	Maintain claims funds logs	4.78	30	26	29	22	19	4.61
F0363	Prepare or review demand on carrier or contractor	4.77	35	31	35	28	25	5.25
F0362	Prepare or review claims activity reports	4.77	27	23	26	20	27	3.83
C0143	Monitor status of excess leave personnel	4.77	18	21	15	20	17	3.83
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	4.77	41	39	44	31	29	5.78
F0361	Prepare and process unearned transportation charges	4.76	30	27	32	23	19	5.03
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	4.74	28	23	21	18	14	5.03
C0142	Monitor pretrial restraint or posttrial confinement	4.74	22	21	32	20	19	4.39
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	4.73	28	24	29	23	19	6.17
L0549	Safeguard written tests	4.73	3	1	0	2	7	.31
C0227	Request military witnesses for courts-martial	4.72	29	29	32	32	19	5.28
B0102	Procure board members for administrative discharge boards	4.71	8	10	9	10	7	3.25
J0481	Maintain organizational equipment or supply records	4.71	6	12	9	15	29	1.86
F0312	Annotate claims funds logs	4.71	30	27	32	24	20	4.44
C0238	Review court-martial or board member information	4.69	32	31	32	29	24	4.11
C0153	Prepare annual VMAP report	4.69	10	8	6	9	12	2.81
D0254	Compile investigative materials	4.69	19	22	21	26	10	3.33
K0485	Complete student entry or withdrawal forms	4.68	0	1	0	2	9	.53
A0036	Process administrative orders	4.68	25	27	32	27	46	4.17
B0073	Prepare or review barment documents	4.68	9	9	6	14	13	2.89
I0469	Initiate requests for temporary duty (TDY) orders	4.65	11	13	15	14	36	1.69
L0537	Inspect personnel for compliance with military standards	4.65	16	16	12	14	52	2.08
C0164	Prepare witness payment vouchers	4.64	28	27	35	25	20	5.58
D0272	Prepare or review office activity reports	4.64	5	9	3	14	10	2.72
C0190	Prepare or review delay requests	4.64	25	26	24	31	20	3.86
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	4.64	9	13	9	18	29	1.64
F0355	Prepare requests for assistance from other agencies for claims administration inspections	4.63	16	14	12	12	11	3.36
A0011	Coordinate adverse actions with base agencies	4.62	25	21	24	26	21	3.21

C0122	Conduct Article 137, UCMJ, briefings	4.61	14	20	21	20	22	3.94
F0391	Procure statements in support of claims	4.61	23	18	29	17	15	4.58
D0256	Coordinate case loads with base law office personnel	4.61	10	12	6	15	13	2.14

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
A0008	Conduct client interviews, other than for preparation of simple wills	4.60	42	37	35	43	37	3.72
C0186	Prepare or review DD Forms 2707 (Confinement Order)	4.59	34	34	35	29	24	6.42
C0172	Prepare or review Article 15, UCMJ, base activity reports	4.59	24	29	26	25	29	4.17
F0354	Prepare requests for completion of personal injury questionnaires	4.59	9	9	9	7	8	3.53
A0006	Compile statistical data	4.58	53	54	47	60	78	1.64
J0480	Maintain documentation on items requiring periodic inspections or calibrations	4.58	4	6	6	6	8	1.61
E0300	Maintain court reporter logs	4.57	3	2	3	2	2	1.89
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	4.56	23	25	26	25	16	3.67
F0341	Perform follow-up actions on personnel claims	4.55	44	37	41	30	23	5.31
C0246	Review unfavorable information files (UIFs)	4.55	29	28	26	30	16	3.64
I0474	Write minutes of briefings, conferences, or meetings	4.54	6	6	0	7	17	1.36
D0257	Coordinate individual case dockets with legal office or circuit courts	4.54	15	15	9	18	7	2.75
J0478	Identify and report equipment or supply problems	4.52	14	17	15	23	38	1.81
F0325	Determine claims jurisdiction	4.51	47	39	47	31	25	6.31
D0264	Prepare or review client assistance records	4.51	6	9	6	12	6	2.89
G0408	Conduct service of processes	4.51	0	0	0	0	1	1.72
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	4.50	10	10	12	7	8	4.33
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	4.50	35	30	38	21	21	5.44
I0471	Maintain administrative files	4.48	29	31	18	39	53	3.61
F0315	Assemble investigative files on potential claims	4.46	42	35	38	29	21	5.22
A0035	Prepare witness travel orders	4.46	32	30	44	26	25	4.75
C0144	Monitor status of DUI violations	4.46	15	14	21	14	12	2.58
C0239	Review Daily Register of Transactions on military justice actions	4.46	9	10	6	11	11	3.06
F0372	Process claims payment vouchers	4.45	38	33	41	26	22	5.36
F0328	Follow up on other investigative agencies' investigations	4.45	25	20	24	14	18	3.81
C0114	Arrange for service appellate court decisions on accused	4.45	5	11	6	11	13	2.25
C0207	Process computer-generated AMJAMS reports for distribution	4.45	30	30	29	25	22	4.31
D0259	Maintain defense counsel case dockets	4.45	3	5	0	12	2	2.53
E0299	Maintain court files or tapes	4.44	11	12	18	9	7	2.28
C0157	Prepare findings worksheets	4.44	25	26	38	23	18	5.86
F0360	Prepare vouchers for payment of claims	4.43	43	37	44	29	24	5.47
D0268	Prepare or review defense paralegal (DP) training reports	4.42	4	5	0	9	5	2.42
I0472	Maintain or update status indicators, such as boards, graphs, or charts	4.41	18	17	12	18	29	1.69

J0475	Coordinate maintenance of equipment with appropriate agencies	4.41	9	13	12	18	29	1.78
J0476	Develop equipment checklists	4.41	4	8	6	10	12	1.56

D	T Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	4.41	10	10	12	8	8	4.36
F0340	Perform follow-up actions on incomplete mail-in claims	4.40	39	34	41	26	18	5.22
E0303	Procure photographs of physical evidence	4.39	18	22	21	22	8	3.36
L0508	Conduct safety and security briefings	4.38	13	10	9	8	31	1.69
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	4.38	6	7	6	6	30	1.42
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	4.38	30	30	41	27	21	6.50
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	4.37	13	12	9	12	44	1.11
B0088	Prepare or review preventive law handbook factsheets	4.37	3	6	6	11	15	1.67
C0193	Prepare or review flimsies	4.37	30	30	35	29	20	6.17
C0251	Suspense or follow up on military justice actions	4.37	28	27	29	25	33	3.78
F0319	Brief claimants on claims filing procedures	4.35	46	38	44	33	27	6.28
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	4.35	23	23	24	22	18	5.08
C0244	Review security forces blotters for potential disciplinary actions	4.35	35	34	35	28	30	4.47
F0332	Maintain disaster response kits	4.33	24	23	32	20	18	4.14
B0087	Prepare or review preventive law bulletins	4.31	4	6	9	9	15	2.25
K0483	Administer or score tests	4.31	5	5	6	4	19	.33
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	4.31	5	10	9	15	28	1.86
C0125	Coordinate disposals of physical evidence with base agencies	4.30	11	14	18	14	13	2.28
F0345	Prepare claimant instruction packets	4.29	42	35	38	28	19	3.36
F0329	Follow up on personal injury questionnaires	4.28	8	10	12	7	9	3.94
G0407	Conduct prison visits	4.28	3	1	3	2	1	1.17
C0127	Coordinate preferral of charges on pretrial confinees with commanders	4.28	22	22	32	21	14	3.50
C0123	Conduct First Term Airman Course (FTAC) briefings	4.27	27	29	29	30	24	3.42
C0134	Dispose of physical evidence	4.27	6	11	9	14	11	2.50
B0089	Prepare or review preventive law newsletters	4.25	3	5	3	8	14	2.14
B0062	Interview clients for preparation of simple wills	4.25	11	11	6	13	21	2.89
F0333	Maintain potential claims files	4.22	41	35	44	26	20	4.69
C0156	Prepare excess leave documentation	4.21	23	25	24	24	18	5.33
C0243	Review RIPs for courts-martial	4.20	37	33	38	31	25	4.75
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	4.19	32	32	50	27	19	3.67
B0090	Prepare or review preventive law newspaper articles	4.19	5	6	3	11	20	2.64
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	4.19	27	28	32	23	18	3.25
B0091	Prepare or review revocation documents	4.18	3	5	0	6	8	1.58
F0346	Prepare claims for transmittal	4.17	37	32	38	26	21	4.50
C0166	Prepare or process releases for court-martial or board	4.17	27	26	28	24	21	4.81

	members									
C0224	Report data on DUI violations	4.17	16	13	18	13	11	2.83		

D								
T Tsk		TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	4.16	10	18	12	22	33	1.64
F0356	Prepare salvage documents	4.15	9	9	12	10	7	4.11
B0076	Prepare or review legal assistance reports	4.13	9	10	12	14	28	3.25
F0320	Close out claims	4.12	46	38	44	31	25	6.28
F0314	Assemble claims files	4.12	47	39	47	32	23	6.61
C0126	Coordinate individual case dockets with defense council circuit	4.12	11	13	15	18	10	2.03
C0249	Serve subpoenas on witnesses	4.12	15	18	24	16	10	3.47
C0233	Review AMJAMS strength reports	4.10	29	30	26	27	34	3.44
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	4.09	19	20	18	18	21	3.00
F0343	Pick up or turn-in items for salvage	4.09	13	11	15	11	8	3.58
B0058	Conduct will briefings	4.08	19	24	26	27	34	3.00
C0163	Prepare trial folders	4.08	35	35	41	34	19	5.97
A0020	Initiate requisitions for equipment, supplies, forms, or publications	4.07	16	23	24	32	51	1.31
A0039	Procure nonstandard office supplies, such as foreign publications	4.07	1	2	6	4	13	.78
G0405	Assemble or maintain lists of trial observers	4.06	1	1	3	1	1	1.08
F0402	Transfer claims using AFCIMS	4.05	42	37	41	30	24	5.50
B0086	Prepare or review powers of attorney	4.05	66	64	53	64	68	5.28
A0044	Retrieve data using computers	4.03	72	73	76	77	89	5.19
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	4.03	44	39	44	32	25	5.92
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	4.03	49	43	44	52	61	5.42
B0105	Review legal reviews of off-duty employment	4.03	8	7	9	11	17	2.44
D0258	Establish eligibility of clients for defense services	4.02	10	11	3	17	6	3.03
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	4.00	38	35	38	27	22	5.08
F0399	Review security forces blotters for potential claims	3.99	34	31	35	25	27	4.58
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	3.98	6	9	9	13	5	3.25
C0223	Procure and brief individuals for bailiff duties	3.97	28	30	35	27	20	4.78
C0228	Request records of prior disciplinary actions	3.91	35	35	32	36	23	4.92
L0506	Assign sponsors for newly assigned personnel	3.89	6	5	3	2	30	1.36
B0107	Schedule military law seminars	3.88	0	3	0	4	11	.97
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	3.85	29	25	26	23	16	4.08
F0401	Suspense payment vouchers	3.82	24	23	26	20	15	4.11
G0404	Assemble or maintain lists of local national attorneys	3.79	3	2	3	3	5	1.58
A0041	Refer clients to other supportive agencies	3.75	58	59	53	64	67	3.83
C0253	Verify availability of court-martial or board members	3.74	32	32	41	27	20	4.58
B0059	Conduct will executions	3.73	43	47	38	46	54	3.36
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	3.67	13	18	15	19	7	3.31
G0167	Prepare or review DD Forms 204 (Request for Appellate	3.66	20	24	26	25	21	4.88

	Defense Counsel)							
B0065	Notarize documents	3.64	72	74	56	77	74	4.33
C0148	Notify participants of courts-martial or boards	3.60	34	33	47	33	19	4.83

- 326 -

D	T Tsk	TSK	1-24	1-48	3-	5-	7-	TNG
Y Nbr	Task Title	DIF	TICF	TICF	LVL	LVL	LVL	EMP
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	3.57	35	31	29	28	19	5.39
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	3.53	14	21	24	24	37	1.97
C0247	Serve appellate court decisions on accused	3.47	11	15	6	16	12	3.14
C0229	Request reports on individual personnel (RIPs)	3.45	37	35	32	34	27	4.36
C0136	Distribute court-martial records of trials to reviewing authorities	3.44	33	33	44	28	22	4.75
A0023	Inventory network resource allocation management system (NetRAMS)	3.44	10	18	12	27	34	2.11
D0290	Schedule client appointments	3.39	22	21	24	24	13	2.53
C0135	Distribute court-martial orders	3.38	35	34	41	28	24	4.97
C0151	Prepare administrative hold or release letters	3.37	38	37	44	31	21	5.69
C0248	Serve records of trial on accused	3.36	30	29	35	25	19	4.36
F0403	Verify identity of claimants	3.35	41	37	41	30	25	5.36
B0053	Brief clients on powers of attorney	3.34	65	59	38	62	65	5.33
B0071	Prepare documentation for off-duty employment applications	3.30	13	14	6	18	27	2.83
A0025	Maintain law library resources	3.29	11	19	6	29	15	2.11
A0007	Compose or type administrative correspondence	3.29	72	72	71	80	86	4.75
B0052	Assist in preparation of Legal Information Online System (LIONS)	3.28	30	30	26	35	36	4.69
A0027	Maintain suspense files of newly purchased materials	3.21	9	11	18	17	28	1.39
A0013	Dispose of law library publications	3.19	8	17	6	28	18	2.47
B0109	Verify eligibility of clients for legal assistance	3.10	52	53	38	52	55	4.31
A0031	Prepare certificates of transfer	3.07	10	13	18	18	15	1.67
A0009	Conduct random spot-checks of law library	3.05	10	19	6	26	22	2.50
A0014	Dispose of obsolete or excess publications, other than law library	2.98	8	14	6	24	21	2.36
A0034	Prepare status reports on receipt or nonreceipt of publications	2.98	3	4	0	10	9	1.19
C0155	Prepare courtrooms for proceedings	2.90	35	36	41	31	22	4.61
A0038	Process incoming or outgoing electronic mail	2.89	56	56	59	63	77	3.44
C0131	Copy records of trial	2.88	28	28	38	25	20	3.83
A0022	Inventory law library publications	2.84	9	18	3	29	15	2.22
A0002	Answer customer service telephone calls	2.84	76	80	79	83	82	3.53
A0021	Inventory equipment or supplies	2.80	16	29	29	37	48	1.08
A0018	Follow up on submitted travel vouchers	2.80	22	27	21	32	49	1.78
F0348	Prepare claims labels	2.73	44	39	44	31	22	4.58
B0063	Maintain legal assistance records	2.65	23	26	15	33	31	3.50
A0029	Post changes to publications	2.65	8	15	9	23	20	3.06
A0042	Request building or grounds maintenance	2.65	16	18	15	20	43	.83
B0064	Maintain notary logs	2.61	66	69	53	73	70	3.56
A0046	Schedule conferences	2.53	15	17	18	20	40	.69
A0024	Log or suspense incoming correspondence	2.53	35	34	24	42	57	3.06
A0028	Make lodging or transportation arrangements	2.46	34	39	47	44	51	1.69
A0015	Dispose of unclassified files	2.38	22	22	21	41	46	2.22

A0045	Review suspense dates	2.34	51	47	56	52	73	2.19
A0033	Prepare letters of appointment	2.23	32	34	35	40	62	2.25
B0111	Witness signing of legal documents	2.21	81	70	71	63	67	3.81

D		TSK	1-24	1-48	3-	5-	7-	TNG
T Tsk		DIF	TICF	TICF	LVL	LVL	LVL	EMP
Y Nbr	Task Title							
A0032	Prepare conference areas for briefings or meetings	2.11	34	39	47	43	60	1.69
A0047	Schedule office appointments	2.11	56	51	47	59	60	2.53
B0051	Assist in preparation of legal assistance cards	2.11	34	35	26	41	37	4.11
B0110	Witness execution of wills	2.08	81	73	71	64	66	3.92
A0016	Establish law library publications checkout procedures	2.03	6	10	0	17	13	1.72
A0049	Sort and distribute incoming mail	1.79	42	47	44	55	63	2.06
A0017	Establish reading files	1.58	10	11	6	16	33	1.14
A0019	Hand-carry priority communications or documents to internal action offices	1.21	23	26	24	30	50	1.39
A0001	Administer client questionnaires	.73	30	37	41	44	35	1.39

Report Option Table

Factor Title			Mean	S.D.	Based on All Tasks Within Ran Option			
					Max	Min	Valid	
Primary Sort	F0078	5J0X1 Automated Training Indicators			5.58	4.30	18.00	543
Secondary Sort		Not Used			.00	.00	.00	543
Print Suppress		Not Used						

Description of Reported Factors

Col	Factor	Source vector	Title	Number Members	----- S.D.	Based on All Tasks Within Range				----- Valid
					Mean	S.D.	Max	Min		
1	TITLE		Task Statement							
2	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICE	175	17.45	14.45	80.00	.00	557	
3	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557	
4	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557	
5	F0078	TF0001/FGN	5J0X1 Automated Training Indicators	0	5.58	4.30	18.00	1.00	543	

CRITERION GRP % MBRS PERFORMING	TRAINING EMPHASIS (TE) RATING	TASK DIFFICULTY (TD) RATING	ADDITIONAL DECISION FACTORS	AUTOMATED TRAINING INDICATOR
=====	=====	=====	=====	=====
49.5 to 100	HIGH (1 S.D. or more above the mean) 4.95 - 9.0	4.0 to 9.0 0 to 3.99	Documented critical or safety item ? * a. YES b. NO	ATI 18 ATI 13*
49.5 to 100	ABOVE AVERAGE (Mean to 1 S.D. above the mean) 3.34 - 4.94	4.0 to 9.0 0 to 3.99	Documented critical or safety item ? * a. YES b. NO	ATI 17 ATI 8
49.5 to 100	MEAN or BELOW 0.01 - 3.33	4.0 to 9.0 0 to 3.99	Determine why tng emphasis is low	ATI 16 ATI 6
=====	=====	=====	=====	=====
29.5 to 49.4	HIGH (1 S.D. or more above the mean) 4.95 - 9.0	4.0 to 9.0 0 to 3.99	Documented critical or safety item? * a. YES b. NO	ATI 12* ATI 10*
29.5 to 49.4	ABOVE AVERAGE (Mean to 1 S.D. above the mean) 3.34 - 4.94	4.0 to 9.0 0 to 3.99	Documented critical or safety item? * a. YES b. NO	ATI 15 ATI 5
29.5 to 49.4	MEAN or BELOW 0.01 - 3.33	4.0 to 9.0 0 to 3.99	Determine why tng emphasis is low	ATI 14 ATI 4
=====	=====	=====	=====	=====
0 to 29.4	HIGH (1 S.D. or more above the mean) 4.95 - 9.0	4.0 to 9.0 0 to 3.99	Documented critical or safety item ? * a. YES b. NO	ATI 11* ATI 9*
0 to 29.4	ABOVE AVERAGE (Mean to 1 S.D. above the mean) 3.34 - 4.94	4.0 to 9.0 0 to 3.99	Documented critical or safety item ? * a. YES b. NO	ATI 7 ATI 3

Automated Training Indicators (ATI) are derived from criterion group percent members performing (normally 1-48 months TAFMS), Training Emphasis (TE) and Task Difficulty (TD) data based upon the Training Decision Logic Table in AETCI 36-2601, Attachment 2. Presented is the ATI chart and corresponding training decisions to be used as an aid in making training decisions.

For further explanation or assistance, phone AFOMS/OMYO, at DSN 487-6811.

		MEAN or BELOW	4.0 to 9.0		ATI 2	
	0 to 29.4		-----	-----	-----	
		0.01 - 3.33	0 to 3.99		ATI 1	

TRAINING DECISION (TYPE TRAINING PROVIDED)

ATI

ATI

18 TASK KNOWLEDGE AND PERFORMANCE, based on high percent members performing, high Training Emphasis (TE), and sufficient Task Difficulty (TD)

17 TASK KNOWLEDGE AND PERFORMANCE based on high percent members performing, above average TE and sufficient TD

16 TASK KNOWLEDGE AND PERFORMANCE, based on high percent members performing, and sufficient TD, unless otherwise justified (for low TE)

15 TASK KNOWLEDGE ONLY, based on moderate percent members performing, above average TE and sufficient TD

14 TASK KNOWLEDGE ONLY, based on moderate percent members performing, low TE and sufficient TD, unless justified (for low TE)

13a TASK KNOWLEDGE AND PERFORMANCE, based on high percent members performing and documented critical or safety item (if not justified, train at ATI 13b or 8)

13b TRAIN BY OJT: NO CENTRALIZED TRAINING based on low TD and lack of criticality or safety issue (may be included as a brief teaching step)

12a TASK KNOWLEDGE AND PERFORMANCE, based on critical or safety item, high TE, and moderate percent members performing. (if not justified, train at ATI 12b or 15)

12b TASK KNOWLEDGE ONLY, based on moderate percent members performing, high TE and sufficient TD, unless otherwise justified

11a TASK KNOWLEDGE AND PERFORMANCE, if most appropriate place to train is school based on inability of field to train (and documented as critical or safety item, otherwise train at ATI 11b)

11b TRAIN BY OJT: NO CENTRALIZED TRAINING

10a TASK KNOWLEDGE ONLY or EMPHASIZED TEACHING STEP, based on critical or safety item, low TD, and moderate percent members performing (if not justified, train at ATI 10b)

9a TASK KNOWLEDGE ONLY, if most appropriate place to train is school, based on low percent members performing, low TD (and documented as critical or safety item, otherwise train at ATI 9b)

9b TRAIN BY OJT: NO CENTRALIZED TRAINING based on low percent members performing, low TD, unless justified

8 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low TD (may be mentioned as a brief teaching step)

7 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low percent members performing, unless otherwise justified

6 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low TD and average or low TE

5 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low TD and moderate percent members performing and field recommended TE

4 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low TD low TE, and only moderate percent members performing

3 TRAIN BY OJT: NO CENTRALIZED TRAINING based low percent members performing and low TD

2 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low percent members performing and low TD

1 TRAIN BY OJT: NO CENTRALIZED TRAINING based on low percent members performing, low TD and low TE

CRITICALITY consider:

(1) Probable Consequences of Inadequate Performance
- (Minimal to Disastrous)

(2) Task Delay Tolerance (How long can it wait?)
- (Extremely low delay to extremely large delay)

10b TRAIN BY OJT: NO CENTRALIZED TRAINING based on low TD and
lack of criticality or safety issue

prtfac	5J0X1 Automated Training Indicators (Desc Order)	PF0003	'Occupational Analysis Program' 'AFOMS (AETC) Randolph AFB TX'				Page	4
D								
T Tsk			1-48	TNG	TSK	ATI		
Y Nbr	Task Title		TICF	EMP	DIF			
B0086	Prepare or review powers of attorney	64	5.28	4.05	18			
A0044	Retrieve data using computers	73	5.19	4.03	18			
A0030	Prepare briefings, other than professional military education (PME) briefings	55	1.75	4.90	16			
A0006	Compile statistical data	54	1.64	4.58	16			
C0225	Request civilian witnesses for courts-martial	30	4.94	5.38	15			
A0035	Prepare witness travel orders	30	4.75	4.46	15			
F0333	Maintain potential claims files	35	4.69	4.22	15			
I0471	Maintain administrative files	31	3.61	4.48	15			
C0233	Review AMJAMS strength reports	30	3.44	4.10	15			
A0008	Conduct client interviews, other than for preparation of simple wills	37	3.72	4.60	15			
C0243	Review RIPs for courts-martial	33	4.75	4.20	15			
C0196	Prepare or review letters concerning submission of matters to convening authority	30	4.64	5.01	15			
F0345	Prepare claimant instruction packets	35	3.36	4.29	15			
A0010	Conduct witness interviews	42	3.72	5.51	15			
C0207	Process computer-generated AMJAMS reports for distribution	30	4.31	4.45	15			
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	43	4.92	5.52	15			
F0346	Prepare claims for transmittal	32	4.50	4.17	15			
C0244	Review security forces blotters for potential disciplinary actions	34	4.47	4.35	15			
C0238	Review court-martial or board member information	31	4.11	4.69	15			
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	32	3.67	4.19	15			
C0198	Prepare or review proposed court-martial member lists	33	4.86	4.83	15			
A0011	Coordinate adverse actions with base agencies	31	3.31	4.62	14			
K0487	Conduct on-the-job training (OJT)	30	3.00	5.54	14			
B0053	Brief clients on powers of attorney	59	5.33	3.34	13			
F0325	Determine claims jurisdiction	39	6.31	4.51	12			
F0337	Perform follow-up actions on carrier recovery claims	33	6.06	4.98	12			
F0347	Prepare claims inspection memorandums	36	6.03	4.81	12			
F0316	Assert carrier recovery claims	38	7.17	5.06	12			
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	35	5.08	4.00	12			
F0322	Conduct claims investigations	35	6.03	5.69	12			
F0319	Brief claimants on claims filing procedures	38	6.28	4.35	12			
F0344	Prepare carrier recovery claims for setoffs	33	6.03	4.90	12			
F0321	Conduct claims inspections	39	6.83	5.32	12			
F0402	Transfer claims using AFCIMS	37	5.50	4.05	12			
C0163	Prepare trial folders	35	5.97	4.08	12			
F0324	Determine chapter for claims	37	6.33	5.17	12			
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	30	6.50	4.38	12			
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	30	5.25	5.06	12			

F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	30	5.44	4.50	12
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prtfac	5J0X1 Automated Training Indicators (Desc Order)	PF0003	'Occupational Analysis Program' 'AFOMS (AETC) Randolph AFB TX'				Page	5
D								
T Tsk			1-48	TNG	TSK	ATI		
Y Nbr	Task Title		TICF	EMP	DIF			
F0360	Prepare vouchers for payment of claims	37	5.47	4.43	12			
C0137	Draft charges and specifications for actions, other than court-martial actions	34	6.64	5.85	12			
C0170	Prepare or review Article 15, UCMJ, appeal actions	37	6.58	5.22	12			
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	43	5.42	4.03	12			
C0140	Input AMJAMS data	45	7.22	5.29	12			
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	35	5.36	5.41	12			
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	36	6.47	5.15	12			
C0175	Prepare or review Article 15, UCMJ, punishments	39	6.89	5.11	12			
A0048	Search directives, files, or legal references for information, such as opinions or decisions	47	5.64	5.59	12			
C0177	Prepare or review Article 15, UCMJ, set aside actions	33	6.86	5.10	12			
C0178	Prepare or review Article 15, UCMJ, suspension actions	37	6.86	5.06	12			
C0179	Prepare or review Article 15, UCMJ, vacation actions	38	6.86	5.04	12			
F0340	Perform follow-up actions on incomplete mail-in claims	34	5.22	4.40	12			
C0149	Perform military justice legal research	33	6.36	6.73	12			
F0310	Adjudicate claims	39	7.56	5.70	12			
C0119	Compile Article 15, UCMJ, supportive evidence	35	6.58	4.93	12			
C0184	Prepare or review court-martial convening orders	33	6.83	5.38	12			
C0185	Prepare or review court-martial promulgating orders	33	6.97	5.75	12			
F0314	Assemble claims files	39	6.61	4.12	12			
F0315	Assemble investigative files on potential claims	35	5.22	4.46	12			
F0380	Process personnel claims, other than for clothing	34	6.28	5.14	12			
C0189	Prepare or review DD Forms 458 (Charge Sheet)	41	7.47	5.81	12			
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	39	5.92	4.03	12			
F0383	Process rebuttals from carriers	35	5.94	5.49	12			
F0320	Close out claims	38	6.28	4.12	12			
C0193	Prepare or review flimsies	30	6.17	4.37	12			
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	37	7.17	4.87	12			
C0139	Edit AMJAMS products	37	6.11	5.56	12			
F0372	Process claims payment vouchers	33	5.36	4.45	12			
F0341	Perform follow-up actions on personnel claims	37	5.31	4.55	12			
C0118	Brief organizations on Article 15, UCMJ, procedures	30	4.97	4.86	12			
F0335	Perform claims legal research	30	6.33	5.87	12			
C0120	Complete Article 15, UCMJ, processing checklist procedures	36	6.75	4.84	12			
C0121	Complete court-martial processing checklist procedures	37	6.50	5.21	12			
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	31	5.75	5.01	12			
F0363	Prepare or review demand on carrier or contractor	31	5.25	4.77	12			
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	33	5.75	5.62	12			
C0141	Monitor offenses to ensure timely initiation of	38	5.78	4.77	12			

	Article 15, UCMJ, actions				
C0138	Draft charges and specifications for court-martial actions	34	7.25	6.08	12

prtfac		5J0X1 Automated Training Indicators (Desc Order)	PF0003	'Occupational Analysis Program'		Page	6
				'AFOMS (AETC) Randolph AFB TX'			
D							
T Tsk			1-48	TNG	TSK	ATI	
Y Nbr	Task Title		TICF	EMP	DIF		
C0235	Review charge sheets for accuracy and completeness	34	5.97	5.92	12		
C0176	Prepare or review Article 15, UCMJ, remission actions	34	6.89	5.11	12		
F0369	Process carrier recovery claims for settlements	33	6.14	5.27	12		
C0186	Prepare or review DD Forms 2707 (Confinement Order)	34	6.42	4.59	12		
F0381	Process personnel clothing claims	33	5.94	5.16	12		
F0384	Process reconsiderations from claimants	36	5.97	5.21	12		
C0205	Process Article 15, UCMJ, appeal actions	30	6.11	5.30	12		
C0240	Review evidence to determine appropriateness for military justice actions	30	5.39	5.78	12		
C0231	Research charges and specifications for court-martial actions	27	5.31	5.99	11		
F0398	Review payments from claimants' insurers	29	5.33	5.41	11		
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	24	5.14	5.03	11		
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	23	5.03	4.74	11		
F0387	Process requests for advance payments	10	5.14	5.29	11		
C0164	Prepare witness payment vouchers	27	5.58	4.64	11		
F0361	Prepare and process unearned transportation charges	27	5.03	4.76	11		
C0206	Process Article 32, UCMJ, investigations	21	5.19	5.49	11		
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	23	5.08	4.35	11		
C0156	Prepare excess leave documentation	25	5.33	4.21	11		
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	23	5.39	5.93	11		
C0162	Prepare sentencing worksheets	27	5.67	4.80	11		
C0195	Prepare or review invitational travel orders	27	5.42	5.21	11		
F0388	Process requests for emergency payments	7	5.50	5.41	11		
F0389	Process requests for partial payment	10	5.50	5.31	11		
C0230	Request witness fundings	28	5.14	4.90	11		
C0227	Request military witnesses for courts-martial	29	5.28	4.72	11		
C0168	Prepare or review amendments to court-martial convening orders	28	5.69	5.03	11		
C0217	Process witness payment vouchers	25	5.03	5.13	11		
F0370	Process carrier recovery insurance claims	27	5.92	5.76	11		
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	26	5.83	5.13	11		
C0204	Prepare or review supplementary court-martial orders	21	5.39	5.67	11		
F0357	Prepare seven-point memorandums	25	5.86	6.67	11		
C0174	Prepare or review Article 15, UCMJ, mitigation actions	29	6.86	5.03	11		
F0395	Review completed claims files prior to payment	26	5.31	5.01	11		
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	27	5.14	5.15	11		
C0157	Prepare findings worksheets	26	5.86	4.44	11		
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	29	5.06	5.82	11		

C0171	Prepare or review Article 15, UCMJ, appellate actions	28	6.31	5.22	11
C0212	Process post-trial materials submitted by accused	27	4.97	5.35	11
C0173	Prepare or review Article 15, UCMJ, decision letters	25	5.28	5.00	11

D					
T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
C0182	Prepare or review court-martial actions of convening authorities	26	6.17	5.79	11
F0317	Assert government (G) claims	24	6.67	5.57	11
C0208	Process court-martial promulgating orders	28	5.64	5.43	11
F0318	Assert hospital recovery claims	9	5.28	5.96	11
C0220	Procure court-martial or board members	26	5.00	4.94	11
F0374	Process federal tort claims	26	5.33	6.02	11
C0192	Prepare or review discovery requests	29	5.08	5.76	11
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	24	6.17	4.73	11
C0135	Distribute court-martial orders	34	4.97	3.38	10
C0151	Prepare administrative hold or release letters	37	5.69	3.37	10
F0403	Verify identity of claimants	37	5.36	3.35	10
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	31	5.39	3.57	10
B0065	Notarize documents	74	4.33	3.64	8
A0041	Refer clients to other supportive agencies	59	3.83	3.75	8
B0111	Witness signing of legal documents	70	3.81	2.21	8
B0109	Verify eligibility of clients for legal assistance	53	4.31	3.10	8
A0002	Answer customer service telephone calls	80	3.53	2.84	8
A0007	Compose or type administrative correspondence	72	4.75	3.29	8
B0110	Witness execution of wills	73	3.92	2.08	8
A0038	Process incoming or outgoing electronic mail	56	3.44	2.89	8
B0064	Maintain notary logs	69	3.56	2.61	8
D0289	Process request for defense witnesses	14	3.44	5.12	7
D0255	Conduct initial reviews of adverse actions	15	3.92	5.00	7
F0329	Follow up on personal injury questionnaires	10	3.94	4.28	7
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	9	3.42	6.15	7
C0143	Monitor status of excess leave personnel	21	3.83	4.77	7
F0328	Follow up on other investigative agencies' investigations	20	3.81	4.45	7
C0209	Process discharges or resignations in lieu of courts-martial	18	4.81	5.94	7
F0354	Prepare requests for completion of personal injury questionnaires	9	3.53	4.59	7
F0339	Perform follow-up actions on hospital recovery claims	10	4.17	5.04	7
F0356	Prepare salvage documents	9	4.11	4.15	7
F0373	Process claims under foreign claims act	5	3.64	6.15	7
C0146	Monitor victim and witness assistance program (VWAP)	15	3.42	5.43	7
F0311	Analyze claims management data listings or reports	27	3.92	5.56	7
D0280	Prepare or review requests for deferment of confinement	10	3.69	5.84	7
D0281	Prepare or review requests for delay actions	14	3.33	4.98	7
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	16	3.94	5.65	7
C0147	Monitor and report on special interest cases	28	4.08	5.02	7

D0276	Prepare or review post-trial clemency evaluations	15	3.58	5.81	7
D0261	Prepare or review Article 15 responses	25	3.78	5.27	7
C0222	Procure physical evidence for trials	25	4.19	5.05	7

prtfac	5J0X1 Automated Training Indicators (Desc Order)	PF0003	'Occupational Analysis Program'				Page	8
			'AFOMS (AETC) Randolph AFB TX'					
D								
T Tsk		1-48	TNG	TSK		ATI		
Y Nbr	Task Title	TICF	EMP	DIF				
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22	3.50	4.28		7		
F0392	Reconcile claims funds logs	19	3.67	5.11		7		
B0097	Process FOIA or Privacy Act requests	6	3.64	5.76		7		
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	25	3.67	4.56		7		
B0067	Prepare simple wills	10	3.78	5.40		7		
A0036	Process administrative orders	27	4.17	4.68		7		
D0277	Prepare or review pretrial agreements	13	3.69	5.96		7		
F0390	Process use of government property claims	6	3.47	5.31		7		
F0327	Edit claims management products	19	3.36	4.86		7		
C0216	Process VWAP forms	17	4.17	5.16		7		
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	10	4.36	4.41		7		
F0362	Prepare or review claims activity reports	23	3.83	4.77		7		
C0219	Procure convening authority approval of expert witnesses	24	4.33	5.58		7		
C0172	Prepare or review Article 15, UCMJ, base activity reports	29	4.17	4.59		7		
E0293	Assemble documentation for Article 32, UCMJ, investigations	17	4.03	5.16		7		
D0270	Prepare or review initial case analyses	5	3.39	5.45		7		
E0303	Procure photographs of physical evidence	22	3.36	4.39		7		
C0232	Review allied papers for insertion in records of trial	19	4.67	5.59		7		
F0353	Prepare reports on potential claims of major accidents or incidents	11	3.58	5.94		7		
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	19	4.67	6.29		7		
C0211	Process excess leave documentation	24	4.75	5.19		7		
C0180	Prepare or review certificates of correction	15	4.39	5.47		7		
C0181	Prepare or review convening authority actions on individual military defense counsel requests	18	3.47	5.33		7		
C0150	Perform trial team member activities	16	4.64	6.32		7		
F0375	Process G claims	21	4.89	5.73		7		
F0312	Annotate claims funds logs	27	4.44	4.71		7		
F0313	Approve claims	21	4.19	5.63		7		
C0122	Conduct Article 137, UCMJ, briefings	20	3.94	4.61		7		
C0123	Conduct First Term Airman Course (FTAC) briefings	29	3.42	4.27		7		
D0284	Prepare or review responses to miscellaneous legal reviews	8	3.33	5.33		7		
D0285	Prepare or review responses to Staff Judge Advocate recommendations	17	3.69	5.70		7		
C0190	Prepare or review delay requests	26	3.86	4.64		7		
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	17	3.53	5.66		7		
F0336	Perform Disaster Control Group (DCG) duties	18	3.78	5.51		7		
C0201	Prepare or review serious incident reports (SIRs)	20	3.64	5.20		7		

C0130	Coordinate witness fundings with appropriate agencies	29	4.81	5.19	7
F0323	Coordinate claims with other investigative agencies	25	4.00	4.84	7

prtfac	5J0X1 Automated Training Indicators (Desc Order)	PF0003	'Occupational Analysis Program'				Page	9
			'AFOMS (AETC) Randolph AFB TX'					
D								
T Tsk		1-48	TNG	TSK		ATI		
Y Nbr	Task Title	TICF	EMP	DIF				
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	21	3.56	5.07		7		
C0197	Prepare or review pretrial confinement hearing reports	17	4.03	5.61		7		
F0326	Develop claims checklists	25	3.33	5.02		7		
F0391	Procure statements in support of claims	18	4.58	4.61		7		
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	10	3.86	5.92		7		
C0249	Serve subpoenas on witnesses	18	3.47	4.12		7		
C0234	Review appointment or assumption of command orders with appropriate agencies	22	3.53	4.83		7		
C0251	Suspense or follow up on military justice actions	27	3.78	4.37		7		
F0332	Maintain disaster response kits	23	4.14	4.33		7		
D0269	Prepare or review deferment of forfeitures or reduction in grade	14	3.81	5.41		7		
B0078	Prepare or review legal reviews of reports of survey	6	3.39	5.69		7		
H0431	Conduct LOAC briefings	16	4.06	5.48		7		
F0368	Process Article 139, UCMJ, claims	5	3.58	6.00		7		
C0169	Prepare or review applications for relief under Article 69, UCMJ	9	3.56	5.45		7		
C0210	Process discovery requests	23	4.75	5.50		7		
F0355	Prepare requests for assistance from other agencies for claims administration inspections	14	3.36	4.63		7		
C0116	Assist with pretrial confinement hearings	22	4.44	5.11		7		
C0213	Process pretrial agreements	19	4.36	5.74		7		
C0214	Process requests for individual military defense counsel	15	3.61	5.16		7		
F0343	Pick up or turn-in items for salvage	11	3.58	4.09		7		
F0376	Process hospital recovery claims	9	4.64	6.30		7		
E0297	Assemble records of trials	21	4.31	5.45		7		
C0154	Prepare case briefs	6	3.92	6.64		7		
F0379	Process nonappropriated funds claims	19	4.67	5.81		7		
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	4	3.56	5.74		7		
E0301	Mark exhibits	25	3.69	4.82		7		
D0254	Compile investigative materials	22	3.33	4.69		7		
F0331	Maintain claims funds logs	26	4.61	4.78		7		
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	13	3.58	5.27		7		
C0133	Develop court-martial processing checklists	22	3.58	5.22		7		
B0066	Prepare miscellaneous legal reviews	17	3.69	5.25		7		
C0203	Prepare or review stipulations	14	3.53	6.25		7		
E0292	Assemble documentation for administrative board actions	12	3.81	5.04		7		
F0397	Review direct procurement method (DPM) contracts	22	4.56	5.46		7		
C0166	Prepare or process releases for court-martial or board	26	4.81	4.17		7		

members

F0365	Prepare or review settlement agreements	26	4.31	5.14	7
B0104	Provide support for administrative discharge boards	14	3.89	5.16	7

D					
T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	10	3.58	5.61	7
D0266	Prepare or review client statements	14	3.50	5.11	7
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	13	3.64	5.39	7
C0142	Monitor pretrial restraint or posttrial confinement	21	4.39	4.74	7
D0288	Prepare or review witness affidavits	11	3.53	5.47	7
F0338	Perform follow-up actions on G claims	21	4.89	4.91	7
C0132	Develop Article 15, UCMJ, processing checklists	26	3.61	4.98	7
B0054	Compile administrative involuntary discharge files	18	3.69	5.34	7
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	7	3.56	5.45	7
F0378	Process medical malpractice claims	7	3.50	6.96	7
F0334	Negotiate claims settlements	26	4.33	5.81	7
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	10	4.33	4.50	7
C0246	Review unfavorable information files (UIFs)	28	3.64	4.55	7
A0047	Schedule office appointments	51	2.53	2.11	6
C0223	Procure and brief individuals for bailiff duties	30	4.78	3.97	5
F0399	Review security forces blotters for potential claims	31	4.58	3.99	5
C0229	Request reports on individual personnel (RIPs)	35	4.36	3.45	5
B0051	Assist in preparation of legal assistance cards	35	4.11	2.11	5
C0253	Verify availability of court-martial or board members	32	4.58	3.74	5
C0155	Prepare courtrooms for proceedings	36	4.61	2.90	5
B0059	Conduct will executions	47	3.36	3.73	5
C0136	Distribute court-martial records of trials to reviewing authorities	33	4.75	3.44	5
C0148	Notify participants of courts-martial or boards	33	4.83	3.60	5
F0348	Prepare claims labels	39	4.58	2.73	5
B0052	Assist in preparation of Legal Information Online System (LIONS)	30	4.69	3.28	5
C0228	Request records of prior disciplinary actions	35	4.92	3.91	5
A0049	Sort and distribute incoming mail	47	2.06	1.79	4
A0001	Administer client questionnaires	37	1.39	.73	4
A0015	Dispose of unclassified files	33	2.33	2.38	4
A0033	Prepare letters of appointment	34	2.25	2.23	4
A0045	Review suspense dates	47	2.19	2.34	4
A0032	Prepare conference areas for briefings or meetings	39	1.69	2.11	4
A0024	Log or suspense incoming correspondence	34	3.06	2.53	4
A0028	Make lodging or transportation arrangements	39	1.69	2.46	4
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	24	4.89	3.66	3
B0063	Maintain legal assistance records	26	3.50	2.65	3
F0401	Suspense payment vouchers	23	4.11	3.82	3
C0131	Copy records of trial	28	3.83	2.88	3
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	25	4.08	3.85	3

C0248	Serve records of trial on accused	29	4.36	3.36	3
L0529	Evaluate inspection report findings or inspection procedures	6	.94	5.14	2

D					
T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
C0183	Prepare or review court-martial base activities reports	17	2.47	4.97	2
C0153	Prepare annual VMAP report	8	2.81	4.69	2
C0115	Arrange for supervisory reviews of summary court-martial records of trials	15	2.19	4.78	2
D0273	Prepare or review petitions for new trials	3	2.89	5.55	2
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	5	2.08	5.60	2
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	7	2.19	5.77	2
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	13	2.81	5.28	2
L0537	Inspect personnel for compliance with military standards	16	2.08	4.65	2
B0050	Assist in aircraft or missile mishap investigations	7	2.92	6.21	2
L0531	Evaluate personnel for compliance with performance standards	11	1.75	5.14	2
D0262	Prepare or review case summary reports	10	2.64	5.20	2
C0245	Review trial briefs	6	2.81	5.85	2
A0026	Maintain office computer systems	25	2.28	6.12	2
L0535	Initiate personnel action requests	6	1.36	4.84	2
D0286	Prepare or review responses to pretrial advice	12	3.22	5.71	2
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	28	3.25	4.19	2
B0098	Process general investigative reports	9	2.47	5.49	2
L0547	Review written tests	3	.56	4.96	2
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	8	1.17	5.02	2
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	6	1.36	5.00	2
E0294	Assemble documentation for collateral investigations	4	2.67	5.07	2
A0039	Procure nonstandard office supplies, such as foreign publications	2	.78	4.07	2
L0552	Write job or position descriptions	6	2.00	5.86	2
L0521	Develop or establish work methods or procedures	15	1.44	5.50	2
L0554	Write or indorse civilian performance appraisals	2	1.75	5.84	2
E0299	Maintain court files or tapes	12	2.28	4.44	2
A0012	Develop local office programs for computers, such as spreadsheets	27	1.61	5.80	2
A0037	Process congressional or high-level inquiries	6	1.94	5.88	2
E0302	Prepare or review court reporter chronologies	6	2.67	4.83	2
L0543	Plan layouts of facilities	3	1.53	6.16	2
D0272	Prepare or review office activity reports	9	2.72	4.64	2
E0305	Record proceedings	3	2.69	6.00	2
E0306	Set up court reporting equipment	4	2.97	5.45	2
E0307	Transcribe proceedings	1	2.97	6.46	2
A0020	Initiate requisitions for equipment, supplies, forms	22	1.31	4.07	2

	or publications				
H0437	Coordinate specific source of personnel requirements	4	1.86	5.92	2
	with appropriate agencies				

D					
T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
L0534	Implement safety or security programs	11	1.28	4.86	2
B0055	Conduct internal investigations concerning environmental law issues	1	1.17	6.86	2
C0152	Prepare advice on orders for rehearings	5	2.53	5.93	2
B0057	Conduct surveys concerning environmental law issues	2	.89	6.01	2
B0058	Conduct will briefings	24	3.00	4.08	2
L0539	Interview potential paralegal retrainees	9	1.83	5.59	2
B0108	Serve as assistant government representative during administrative discharge boards	2	2.56	6.50	2
C0221	Procure military magistrates or judges for pretrial confinement hearings	14	3.22	4.89	2
B0062	Interview clients for preparation of simple wills	11	2.89	4.25	2
B0095	Process dependent misconduct actions	2	2.14	5.31	2
C0224	Report data on DUI violations	13	2.83	4.17	2
D0257	Coordinate individual case dockets with legal office or circuit courts	15	2.75	4.54	2
D0258	Establish eligibility of clients for defense services	11	3.03	4.02	2
A0003	Brief or assist clients in filing electronic income tax returns	5	2.11	6.12	2
B0068	Prepare support documents for special security files	3	1.19	5.20	2
B0069	Prepare wills with trusts	3	1.72	7.38	2
B0070	Prepare and review responses concerning environmental law issues	1	1.36	6.92	2
D0263	Prepare or review case witness statements	15	3.28	5.09	2
B0072	Prepare or process documentation for decredentiaing boards	1	.89	6.43	2
B0073	Prepare or review barment documents	9	2.89	4.68	2
E0298	Authenticate records of trials	4	2.81	5.51	2
B0075	Prepare or review general investigative reports	19	2.33	5.03	2
B0076	Prepare or review legal assistance reports	10	3.25	4.13	2
L0541	Manage IMPAC card programs	12	1.69	5.72	2
H0430	Compute OPLAN requirements status listings	2	2.11	6.57	2
D0287	Prepare or review withdrawals of petitions for reviews	2	2.17	5.52	2
B0080	Prepare or review legal reviews of fundraising activities	7	3.00	5.53	2
B0081	Prepare or review legal reviews of private organizations	7	3.08	5.74	2
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	7	1.19	5.27	2
B0083	Prepare or review letters requesting financial disclosure statements	4	1.50	5.49	2
B0084	Prepare or review litigation reports	3	1.61	6.75	2
B0085	Prepare or review magistrate court documents	5	2.56	6.02	2
D0278	Prepare or review reenlistment denials	5	2.53	5.52	2
D0279	Prepare or review report of survey determinations	3	3.11	5.61	2
B0088	Prepare or review preventive law handbook factsheets	6	1.67	4.37	2
B0088	Prepare or review preventive law newsletters	5	2.14	4.25	2

B0090	Prepare or review preventive law newspaper articles	6	2.64	4.19	2
D0283	Prepare or review requests for individual military defense counsel	7	3.00	4.87	2

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T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	5	1.97	5.25	2
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	2	2.33	4.97	2
B0094	Process contracts	1	1.69	7.12	2
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	9	3.17	5.23	2
B0096	Process financial disclosure statements	2	1.50	5.39	2
C0161	Prepare requests for country clearances for witnesses	2	2.53	5.40	2
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	18	1.64	4.16	2
B0099	Process requests for release of military personnel to civilian authorities	2	1.89	5.55	2
B0100	Process revocation actions	4	1.92	5.19	2
B0101	Process special security files	2	1.06	5.45	2
B0102	Procure board members for administrative discharge boards	10	3.25	4.71	2
E0295	Assemble documentation FEB actions	1	2.50	5.17	2
E0296	Assemble documentation for miscellaneous proceedings	7	2.83	5.11	2
B0105	Review legal reviews of off-duty employment	7	2.44	4.03	2
B0106	Review special security files	3	.94	4.82	2
K0491	Develop training programs, plans, or procedures	8	1.94	6.03	2
F0364	Prepare or review requests for claims funds	18	3.14	4.95	2
B0093	Process civilian real estate reimbursement claims	2	1.36	6.59	2
F0366	Process admiralty claims	2	1.72	6.37	2
C0239	Review Daily Register of Transactions on military justice actions	10	3.06	4.46	2
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AAIBs)	2	2.11	5.87	2
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	18	2.83	5.21	2
C0114	Arrange for service appellate court decisions on accused	11	2.25	4.45	2
F0371	Process Civil Air Patrol claims	3	1.94	6.01	2
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	3	1.89	5.86	2
C0117	Authenticate court-martial orders	14	2.39	5.11	2
F0342	Perform Initial Response Team (IRT) duties	5	2.83	5.21	2
K0503	Write training reports	1	1.42	5.44	2
B0056	Conduct preventive law briefings	13	2.50	4.91	2
F0377	Process international agreement claims	3	2.78	6.56	2
C0250	Serve as VWAP coordinator	13	3.11	6.04	2
B0091	Prepare or review revocation documents	5	1.58	4.18	2
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	20	3.00	4.09	2
C0125	Coordinate disposal of physical evidence with base	14	2.28	4.20	2

	agencies				
C0126	Coordinate individual case dockets with defense	13	2.03	4.12	2
	council circuit				

D					
T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
C0191	Prepare or review depositions	11	3.08	5.48	2
D0256	Coordinate case loads with base law office personnel	12	2.14	4.61	2
F0385	Process request for compromise of medical expenses	4	3.00	6.03	2
F0386	Process request for waivers of medical expenses	3	2.81	5.86	2
D0259	Maintain defense counsel case dockets	5	2.53	4.45	2
A0004	Brief or assist clients on preparation of income tax returns	4	2.03	6.68	2
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	2	1.03	7.22	2
C0134	Dispose of physical evidence	11	2.50	4.27	2
L0519	Develop self-inspection or self-assessment program checklists	6	1.61	5.72	2
D0264	Prepare or review client assistance records	9	2.89	4.51	2
D0265	Prepare or review client responses for discharge actions	13	3.06	5.16	2
B0074	Prepare or review dependent misconduct actions	3	2.64	4.97	2
L0523	Draft host-tenant or interservice agreements	1	1.11	6.56	2
D0268	Prepare or review defense paralegal (DP) training reports	5	2.42	4.42	2
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	1	1.56	6.07	2
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	5	1.75	6.10	2
D0271	Prepare or review motions	6	3.22	6.23	2
C0144	Monitor status of DUI violations	14	2.58	4.46	2
C0145	Monitor urinalysis programs	6	1.94	5.14	2
D0274	Prepare or review petitions for rehearings	3	2.89	5.63	2
D0275	Prepare or review petitions for reviews by courts of military appeals	3	3.00	5.69	2
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	11	2.11	5.30	2
G0405	Assemble or maintain lists of trial observers	1	1.08	4.06	2
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	1	2.14	5.28	2
G0407	Conduct prison visits	1	1.17	4.28	2
L0536	Initiate actions required due to substandard performance of personnel	6	1.67	5.14	2
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	1	1.89	6.31	2
G0410	Determine jurisdiction of cases under SOFAs	1	3.19	6.55	2
G0411	Prepare reports on international agreements	1	1.97	6.25	2
L0540	Investigate accidents or incidents	5	2.50	5.69	2
G0413	Prepare vouchers for local national attorneys	1	1.86	5.76	2
G0414	Prepare or review case files on individuals charged in foreign courts	1	2.53	6.34	2
G0478	Issue or log turn-in of equipment, tools, parts, or	10	1.86	4.31	2

	supplies				
G0416	Prepare or review foreign criminal jurisdiction reports	1	2.22	6.28	2

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T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
L0545	Prepare recommendation or non-recommendation retraining package	6	2.14	5.55	2
H0450	Prepare Exercise Evaluation Team (EET) inputs	6	1.83	6.10	2
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	1	2.42	6.07	2
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	4	1.17	5.48	2
L0549	Safeguard written tests	1	.31	4.73	2
L0550	Schedule personnel TDY assignments, leaves, or passes	9	1.00	4.89	2
L0551	Write inspection reports	12	2.19	5.44	2
G0424	Schedule visits to personnel confined in foreign countries	1	1.83	5.12	2
H0425	Analyze issues, such as deployment, contracting, or fiscal law	6	2.50	6.57	2
H0426	Assign personnel to mobility or contingency positions	5	2.17	5.47	2
H0427	Assign personnel to Unit Type Code (UTC) taskings	5	2.28	5.39	2
E0300	Maintain court reporter logs	2	1.89	4.57	2
H0429	Complete operations plan (OPLAN) sourcing requirements	1	2.08	6.44	2
K0494	Establish or maintain study reference files	9	1.75	5.31	2
F0367	Process Air National Guard claims	7	2.33	6.11	2
H0432	Conduct mobility or deployment site surveys	3	2.08	5.84	2
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	2	2.14	5.99	2
H0434	Coordinate exercise sourcing requirements with functional managers	3	1.92	5.86	2
H0435	Coordinate mobility or contingency requirements with appropriate agencies	5	2.19	5.86	2
K0500	Personalize lesson plans	5	1.14	5.21	2
K0501	Prepare job qualification standards (JQSs)	5	1.97	5.85	2
H0438	Determine specific source of personnel requirements for deployment manning documents	3	1.89	6.00	2
H0439	Draft general orders	1	1.78	5.98	2
H0440	Draft or write mobility or deployment after-action reports	2	1.97	5.88	2
H0441	Evaluate compliance with LOAC	6	3.11	6.20	2
H0442	Maintain disaster preparedness checklists	9	2.92	5.15	2
H0443	Maintain mobility equipment or supplies	12	2.64	4.89	2
L0508	Conduct safety and security briefings	10	1.69	4.38	2
H0445	Maintain base OPLAN files	3	2.11	5.24	2
H0446	Participate in wing operations or exercise planning meetings	9	1.67	5.48	2
L0511	Conduct supervisory performance feedback sessions	13	2.08	5.23	2
H0448	Prepare deployment planning guides	5	2.31	6.22	2
H0449	Prepare equipment for deployments	7	2.97	5.33	2
L0514	Counsel subordinates concerning personal matters	15	2.36	5.35	2
H0451	Prepare legal annexes to war plans	2	1.72	6.79	2
H0452	Prepare LOAC reports	5	2.36	5.42	2

H0453	Prepare mobility equipment or supplies for transport	6	2.00	5.50	2
H0454	Prepare or publish project pitfall letters	1	1.64	5.82	2

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T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
B0103	Provide administrative support for flying evaluation boards (FEBs)	2	1.14	5.46	2
H0456	Process classified materials or documents at deployed locations	1	2.11	5.93	2
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	7	2.08	5.57	2
H0458	Provide OPLAN requirements status listings to unit commanders	1	1.47	6.11	2
H0459	Request or distribute mobility requirements documents	4	1.75	5.43	2
H0460	Review UTC requirements	6	1.78	5.60	2
H0461	Review and analyze target folders	1	1.69	6.56	2
H0462	Review or update rules of engagement	5	2.03	6.86	2
I0463	Complete accident or incident reports	2	2.33	5.68	2
I0464	Destroy classified materials or documents	7	2.86	5.02	2
I0465	Establish or maintain accountability records for classified materials or documents	1	2.47	5.39	2
I0466	Identify and report suspected security compromises	6	2.92	5.46	2
I0467	Initiate classified reports, messages, or documents	1	1.64	5.90	2
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	7	1.42	4.38	2
I0469	Initiate requests for temporary duty (TDY) orders	13	1.69	4.65	2
I0470	Inventory classified materials or documents	1	2.50	5.03	2
B0087	Prepare or review preventive law bulletins	6	2.25	4.31	2
I0472	Maintain or update status indicators, such as boards, graphs, or charts	17	1.69	4.41	2
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	14	3.00	4.81	2
I0474	Write minutes of briefings, conferences, or meetings	6	1.36	4.54	2
J0475	Coordinate maintenance of equipment with appropriate agencies	13	1.78	4.41	2
J0476	Develop equipment checklists	8	1.56	4.41	2
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	13	1.64	4.64	2
J0478	Identify and report equipment or supply problems	17	1.81	4.52	2
K0495	Evaluate training methods or techniques of instructors	3	1.22	5.74	2
J0480	Maintain documentation on items requiring periodic inspections or calibrations	6	1.61	4.58	2
J0481	Maintain organizational equipment or supply records	12	1.86	4.71	2
K0498	Inspect training materials or aids for operation or suitability	5	1.28	5.29	2
K0483	Administer or score tests	5	.33	4.31	2
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	9	1.75	5.12	2
K0485	Complete student entry or withdrawal forms	1	.53	4.68	2
K0486	Conduct formal course classroom training	2	.75	5.80	2
K0527	Establish performance standards for subordinates	11	2.17	5.26	2

K0488	Counsel trainees on training progress	12	2.06	5.00	2
K0489	Determine training requirements	17	2.31	5.44	2

prtfac	5J0X1 Automated Training Indicators (Desc Order)	PF0003	'Occupational Analysis Program' 'AFOMS (AETC) Randolph AFB TX'				Page 17
D							
T Tsk			1-48	TNG	TSK	ATI	
Y Nbr	Task Title		TICF	EMP	DIF		
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	4	.86	6.31		2	
L0555	Write or indorse military performance reports	13	2.31	6.03		2	
K0492	Develop written tests	2	.94	6.34		2	
K0493	Develop or procure training materials or aids	11	1.47	5.85		2	
L0510	Conduct staff assistance visits, inspections, or audits	10	1.61	5.30		2	
K0499	Maintain training records or files	20	2.33	5.28		2	
K0496	Evaluate effectiveness of training programs, plans, or procedures	7	1.31	5.71		2	
K0497	Evaluate progress of trainees	10	1.86	5.48		2	
L0538	Interpret policies, directives, or procedures for subordinates	11	1.61	5.50		2	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	12	1.11	4.37		2	
L0516	Determine or establish work assignments or priorities	17	2.39	5.19		2	
L0517	Develop organizational or functional charts	6	1.19	4.98		2	
K0502	Process completed retraining package	4	1.33	5.51		2	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	13	2.03	5.18		2	
L0504	Annotate time and attendance sheets for civilian employees	4	1.36	4.97		2	
L0505	Assign personnel to work areas or duty positions	6	1.89	4.89		2	
L0522	Develop or establish work schedules	11	1.83	4.97		2	
L0509	Conduct self-inspections or self-assessments	17	2.25	5.15		2	
L0524	Draft or review budget requirements	7	2.28	6.14		2	
L0513	Conduct supervisory orientations for newly assigned personnel	12	1.47	4.91		2	
L0542	Perform personnel hiring procedures	2	1.72	6.00		2	
L0557	Write replies to inspection reports	6	1.86	5.41		2	
L0512	Conduct safety inspections of equipment or facilities	13	1.69	4.91		2	
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	3	1.72	5.88		2	
L0518	Develop resource protection programs	3	1.03	5.32		2	
L0556	Write recommendations for awards or decorations	13	2.19	6.14		2	
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	6	1.61	5.77		2	
L0544	Prepare contract requests for tax services	1	1.89	6.00		2	
B0071	Prepare documentation for off-duty employment applications	14	2.83	3.30		1	
C0247	Serve appellate court decisions on accused	15	3.14	3.47		1	
A0031	Prepare certificates of transfer	13	1.67	3.07		1	
A0023	Inventory network resource allocation management system (NetRAMS)	18	2.11	3.44		1	
D0290	Schedule client appointments	21	2.53	3.39		1	
D0267	Prepare for review DD Forms 1722 (Request for Trial)	8	2.25	2.88		1	

Before Military Judge Alone)

A0034 Prepare status reports on receipt or nonreceipt of
publications

4 1.19 2.98 1

- 345 -

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T Tsk		1-48	TNG	TSK	ATI
Y Nbr	Task Title	TICF	EMP	DIF	
A0021	Inventory equipment or supplies	29	1.08	2.80	1
A0046	Schedule conferences	17	.69	2.53	1
A0019	Hand-carry priority communications or documents to internal action offices	26	1.39	1.21	1
G0404	Assemble or maintain lists of local national attorneys	2	1.58	3.79	1
A0017	Establish reading files	11	1.14	1.58	1
A0018	Follow up on submitted travel vouchers	27	1.78	2.80	1
A0027	Maintain suspense files of newly purchased materials	11	1.39	3.21	1
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	21	1.97	3.53	1
A0029	Post changes to publications	15	3.06	2.65	1
A0022	Inventory law library publications	18	2.22	2.84	1
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	18	3.31	3.67	1
A0016	Establish law library publications checkout procedures	10	1.72	2.03	1
A0025	Maintain law library resources	19	2.11	3.29	1
L0506	Assign sponsors for newly assigned personnel	5	1.36	3.89	1
B0107	Schedule military law seminars	3	.97	3.88	1
A0014	Dispose of obsolete or excess publications, other than law library	14	2.36	2.98	1
A0013	Dispose of law library publications	17	2.47	3.19	1
A0042	Request building or grounds maintenance	18	.83	2.65	1
A0009	Conduct random spot-checks of law library	19	2.50	3.05	1
E0308	Transcribe summarized records of trials	0	2.75	6.50	****
H0447	Prepare budget contracts for foreign or tax law studies	0	1.81	6.66	****
B0060	Conduct external investigations concerning environmental law issues	0	1.28	6.66	****
H0455	Prepare or review official duty certificates	0	1.14	5.53	****
G0420	Prepare or review trial observer reports	0	2.06	5.87	****
E0309	Transcribe verbatim records of trials	0	2.75	6.17	****
G0422	Procure local national attorneys	0	1.75	5.86	****
G0415	Prepare or review custody release certificates	0	2.39	6.12	****
G0408	Conduct service of processes	0	1.72	4.51	****
G0417	Prepare or review notices to court prosecutors of designated trial observers	0	1.89	5.73	****
G0418	Prepare or review reports on personnel confined in foreign penal institutions	0	2.19	5.71	****
G0423	Schedule medical examinations for personnel confined in foreign countries	0	1.86	5.30	****
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	0	1.75	5.95	****
G0421	Process solatium payments with foreign parties	0	1.97	6.32	****

END PRTREP